




TECH

2000

Asheville-Buncombe
Technical Community College
1999-2000 Catalog



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ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE

340 Victoria Road
Asheville, N.C. 28801

Phone: (828) 254-1921
TDD: 254-1921, ext. 444

or

Depress space bar several times for
operator assistance

www.asheville.cc.nc.us

Recognized and Approved by
North Carolina Community College System, North Carolina State
Board of Education, North Carolina Office of Emergency Medical
Services, Division of Vocational Rehabilitation, and for Veterans
Participation

Accredited by
American Dental Association, Commission on Dental Accreditation,
Joint Review Committee on Education in Radiologic Technology,
National Accrediting Agency for Clinical Laboratory Sciences,
North Carolina Board of Nursing

**Asheville-Buncombe Technical Community College is accredited by
the Commission on Colleges of the Southern Association of
Colleges and Schools (1866 Southern Lane, Decatur, Georgia
30033-4097: Telephone number 404-679-4501) to award Associate
degrees.**

CATALOG OF COURSES Day and Evening College

Volume 37
1999-2000

Catalog Changes

This catalog should not be considered a contract between Asheville-Buncombe Technical Community College and the student. Adjustments in program/course content, sequence, schedule, and faculty may be made as necessary. A minimum enrollment may be required to offer a course or continue a program. Charges for tuition/fees are subject to change. The College Calendar dates/events may change because of inclement weather or for other reasons. If changes become necessary, efforts will be made to inform those who are involved.

COLLEGE PROGRAMS

Program Title	Degree/Diploma/Certificate	Schedule
Accounting	A.A.S. Degree	Day/Evening
Air Conditioning, Heating and Refrigeration Technology	A.A.S. Degree Diploma	Evening Day/Evening
Associate Degree Nursing	A.A.S. Degree	Day
Automotive Systems Technology	A.A.S. Degree Diploma	Day Evening
Basic Law Enforcement Training	Certificate	Day/Evening
Business Administration	A.A.S. Degree	Day/Evening
CAD Systems Management	A.A.S. Degree	Day/Evening
Carpentry	Diploma	Day/Evening
Civil Engineering Technology	A.A.S. Degree	Day/Evening
College Transfer:		
Associate in Arts	A.A. Degree	Day/Evening
Associate in Science	A.S. Degree	Day/Evening
Computer Programming	A.A.S. Degree	Day/Evening
Criminal Justice Technology	A.A.S. Degree	Day/Evening
Culinary Technology	A.A.S. Degree	Day
Dental Assisting	Diploma	Day
Dental Hygiene	A.A.S. Degree	Day
Early Childhood Associate	A.A.S. Degree Certificate	Day Day/Evening
Electrical/Electronics Technology	A.A.S. Degree	Evening
Electronic Servicing Technology	Diploma	Evening
Electronics Engineering Technology	A.A.S. Degree	Day/Evening
Emergency Medical Science	A.A.S. Degree	Day
General Occupational Technology	A.A.S. Degree Diploma	Day/Evening
Heavy Equipment and Transport Technology	Diploma	Day
Hotel and Restaurant Management	A.A.S. Degree	Day
Information Systems	A.A.S. Degree	Day/Evening
Machining Technology	A.A.S. Degree Diploma	Evening Day/Evening
Marketing and Retailing	A.A.S. Degree	Day/Evening
Mechanical Engineering Technology	A.A.S. Degree	Day/Evening
Medical Laboratory Technology	A.A.S. Degree	Day
Medical Transcription	Diploma	Day/Evening
Office Systems Technology - - Medical	A.A.S. Degree Diploma	Day Day/Evening
Operations Management	A.A.S. Degree	Day/Evening
Phlebotomy	Certificate	Day
Practical Nursing	Diploma	Day
Pre-majors	A.A./A.S. Degree	Day/Evening
Quality Technology	Certificate	Evening
Radiography	A.A.S. Degree	Day
Real Estate	Certificate	Evening
Real Estate Appraisal	Certificate	Evening
Social Services	A.A.S. Degree	Day/Evening
Surveying Technology	A.A.S. Degree	Day/Evening
Tool, Die and Mold Making	A.A.S. Degree	Day/Evening
Welding Technology	A.A.S. Degree Diploma	Day/Evening Day/Evening

DIRECTORY OF COLLEGE SERVICES AND OFFICES

Academic Programs	Vice President, Instructional Services Simpson Administration Building, ext. 120
ADA Coordinator	Personnel Officer Azalea Building, ext. 113
Admissions, Applications, Catalogs	Admissions Office, Student Services Azalea Building, ext. 144, 145, 210
Allied Health and Public Service	Dean Education Rhododendron Building, ext. 250
Arts and Sciences	Dean Elm Building, ext. 310
Books	Bookstore Oak Gym/Student Center, ext. 200/208
Business and Hospitality Education	Dean Birch Building, ext. 240
Business and Industry Services	Dean Sunnicrest Building, ext. 345
Continuing Education and	Associate Vice President Off-Campus Programs Pines Building, ext. 130
Counseling	Counselors, Student Services Azalea Building, ext. 146/206/434
Disabled Student Services	Coordinator of Special Needs, Student Services Azalea Building, ext. 141
Emergencies	Security Office ext. 125
Engineering and Applied	Dean Technology Dogwood Building, ext. 220
Financial Aid	Financial Aid Office Azalea Building, ext. 161
GED Preparation	Pines Building ext. 132/GED
GED Test Scheduling	Basic Skills Office Pines Building, ext. 132/GED/137
GED Test Results/Transcripts	GED Examiner Pines Building, ext. 312
Grade Changes	Class Instructor

Job Placement	ESC Representative ext. 171/172
Learning Resources Center	Director Holly Building, ext. 301
Madison County Campus	Director Marshall, 828-649-2947
News, Publications	Public Information Officer Simpson Administration Building, ext. 117
Parking Permits	Accounting Clerk/Cashier Simpson Administration Building, ext. 152
Payments, Student Accounts	Business Office Simpson Administration Building ext. 152/156/166
Student Academic Records,	Student Records and Registration Transcripts, Registration, Student Services, Azalea Building Drop/Add Classes ext. 148, 204, 291, 494
Student Activities and Intramurals	Director of Student Activities Oak Gym/Student Center, ext. 203
Transfer Credits/Transcript	Coordinator of Academic Advising and Evaluation (Transfer to A-B Tech) Special Projects, Student Services Azalea Building, ext. 202
Transfer-to-Senior-Institution	Transfer Counselor, Student Services Information Azalea Building, ext. 441
Tutoring	Class Instructor
Veterans	Veteran's Service Office Azalea Building, ext. 206
Visiting the Campus	College Recruiter, Student Services Azalea Building, ext. 203

Address correspondence to the appropriate office in care of:

**Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, NC 28801**

(828) 254-1921

www.asheville.cc.nc.us

TABLE OF CONTENTS

General Information

College Programs	2
Directory of College Services and Offices	3
Calendar	7
Campus Map	8
Main Campus Facilities	9
Madison Campus Facilities	10
Organization	11
College Mission Statement	12
Divisional Objectives	13
Nondiscrimination Policy	14
Individuals With Disabilities	14
Communicable Disease Policy	14
Internet and Campus Network Acceptable Use Policy	15

Continuing Education

Business and Industry Services	18
Community Education Services	19
High School Diploma Equivalency (GED Test)	19

Educational Support Services

Instructional Support Services	22
Guided Studies	22
Learning Resources Center	22
The Library	22
Audio Visual Services	22
Computer Services	22

Student Support Services

General Admission Requirements and Procedures	22
Tuition and Expenses	28
Student Financial Aid	30
Veteran's Educational Benefits	34
General Student Information	35
Degrees, Diplomas, and Certificates	42
Requirements for Graduation	42
Campus Services	43

Day Programs

Allied Health and Public Service Education	46
Associate Degree Nursing	52
* Basic Law Enforcement Training	53
* Criminal Justice Technology	54
Dental Assisting	55
Dental Hygiene	56
* Early Childhood Associate	58
Emergency Medical Science	60
Medical Laboratory Technology	63
Phlebotomy	64
Practical Nursing	65
Radiography	67
* Social Services	69
Business and Hospitality Education	71
* Accounting	77
* Business Administration	78
* Computer Programming	80
Culinary Technology	81
Hotel and Restaurant Management	83
* Information Systems	84
* Marketing and Retailing	86
* Medical Transcription	87
* Office Systems Technology	88
* Operations Management	91

Engineering and Applied Technology	93
* Air Conditioning, Heating, and Refrigeration Technology	100
* Automotive Systems Technology	101
* CAD Systems Management	102
* Carpentry	104
* Civil Engineering Technology	105
* Electronics Engineering Technology	106
Heavy Equipment and Transport Technology	107
* Machining Technology	108
* Mechanical Engineering Technology	109
* Surveying Technology	111
* Tool, Die and Mold Making	112
* Welding Technology	114
Arts and Sciences	116
* College Transfer Programs	
* Associate in Arts Degree	119
* Associate in Science Degree	121
* General Occupational Technology	127
Evening Programs	
Allied Health and Public Service Education	130
* Basic Law Enforcement Training	130
* Criminal Justice Technology	130
* Social Services	131
Business and Hospitality Education	133
* Accounting	133
* Business Administration	134
* Computer Programming	135
* Information Systems	136
* Marketing and Retailing	137
* Medical Transcription	138
* Office Systems Technology	139
* Operations Management	140
Quality Technology	141
Real Estate	142
Real Estate Appraisal	143
Engineering and Applied Technology	144
* Air Conditioning, Heating, and Refrigeration Technology	144
* Automotive Systems Technology	146
* CAD Systems Management	147
* Carpentry	148
* Civil Engineering Technology	149
Electrical/Electronics Technology	150
Electronic Servicing Technology	152
* Electronics Engineering Technology	153
* Machining Technology	154
* Mechanical Engineering Technology	156
* Surveying Technology	157
* Tool, Die and Mold Making	158
* Welding	159
Evening Programs in Arts and Sciences	161
* Associate in Arts Degree	162
* Associate in Science Degree	164
* General Occupational Technology	170
Course Descriptions	172
Administration, Faculty, and Staff	309
Index	321

Enrollment will determine offering or continuing a curriculum.

*Curricula offered during day and evening hours.

COLLEGE CALENDAR 1999-2000

FALL SEMESTER — 1999

Registration: New Classified Students	July 20-22
Registration: Current Classified and Unclassified Students	July 26-30
Financial Aid Recipients Charge Tuition and Fees (9 a.m.- 3 p.m.)	August 17
New Student Orientation	August 18
Classes Begin	August 19
Mini-mester I	August 19-October 18
Last Day for Registration	August 25
Last Day to Drop for a Refund	August 30
Professional Development — 1/2 Day	September 2
Fall Break	October 11-12
Mini-mester II	October 19-December 16
Thanksgiving Break	November 24-26
Last Day of Class/Examinations*	December 16
Total Class Days	80
Holidays: Labor Day	September 6
Thanksgiving	November 25-26
Christmas and New Year's Holidays	December 22-December 31

SPRING SEMESTER — 2000

Registration: Current Classified and Unclassified Students	November 30-December 6
Registration: New Classified Students	December 7-10
Financial Aid Recipients Charge Tuition and Fees (9 a.m.- 3 p.m.)	January 7
New Student Orientation	January 10
Classes Begin	January 11
Mini-mester I	January 11-March 7
Last Day for Registration	January 18
Last Day to Drop for a Refund	January 21
Professional Development — 1/2 Day	February 24
Mini-mester II	March 8-May 11
Spring Break	March 20-24
Last Day of Class/Examinations*	May 11
Total Class Days	80
Holidays: Martin Luther King, Jr.	January 17
Good Friday	April 21
Easter Monday	April 24

SUMMER SESSION — 2000

Registration: Current Classified and Unclassified Students	April 14-20
Registration: New Classified Students	May 1-3
Financial Aid Recipients Charge Tuition and Fees (9 a.m.- 3 p.m.)	May 19
New Student Orientation	May 22
Classes Begin	May 23
Last Day for Registration	May 29
Last Day to Drop for a Refund	May 29
Last Day to Apply for Graduation	June 1
Last Day of Class/Examinations	August 1
Graduation	August 4
Total Class Days	50
Holidays: Independence Day	July 4

*Up to three days may be made up at the end of the semester for inclement weather.

All dates in this calendar are subject to change.



ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE

Campus Tours

To arrange a tour, call the College Recruiter,
828-254-1921, ext. 203

(P) Parking

BUILDINGS LEGEND

Main Campus

Thomas W. Simpson

Administration Building

Administrative Computer Services
Administrative Services
Business Office
College Relations Office/Foundation
Elevated Lecture Room
Instructional Services
Office of the President
Public Information Office
Research and Planning Office

Azalea Building

ADA Coordinator
Admissions
Counseling Offices
Enrollment Management
Financial Aid Office
Personnel Office
Organizational Development
Coordinator
Student Records and Registration
Veterans Representative

Birch Building

Accounting
Business Administration
Computer Programming
Culinary Technology
Dining Room
Hotel and Restaurant
Management
Information Systems
Marketing and Retailing
Medical Transcription
Mountain Tech Lodge
Office Systems Technology
Operations Management
Quality Technology
Real Estate
Real Estate Appraisal

Chestnut Maintenance Building

Plant Operations Office
Receiving

Dogwood Building

Air Conditioning, Heating, and
Refrigeration Technology
Automotive Systems Technology
Carpentry
Electrical/Electronics Technology
Heavy Equipment and Transport
Technology
Machining Technology
Tool, Die, and Mold Making
Welding Technology

Elm Building

CAD Systems Management
Chemistry
Civil Engineering Technology
Electronic Servicing Technology
Electronics Engineering Technology
English/Foreign Languages
Mathematics
Mechanical Engineering Technology
Physics
Surveying Technology

Fernihurst

Continuing Education Classes
Human Resources
Development Program

Hemlock Building

Basic Law Enforcement Training
Criminal Justice Technology
Early Childhood Associate
Emergency Medical Science
Medical Laboratory Technology
Phlebotomy
Social Services

Holly Learning Resources Center

Audiovisual Services
Library

Ivy Building

Continuing Education Classes
Decorative Restoration

Laurel Building

Auditorium
Guided Studies
Humanities

Maple Building

Continuing Education Classes
New Industry Training

Oak Gym/Student Center

Bookstore
Health and Physical Education
Intramurals
Job Placement Office
Recruiter
Snack Bar
Student Government Association

Poplar

Child Care Center

Rhododendron Building

Associate Degree Nursing
Biology
Dental Assisting
Dental Hygiene
Practical Nursing
Radiography

Smith-McDowell

Museum of WNC History
Leased to WNC Historical
Association

Sunnicrest

Business and Industry Services
Focused Industrial Training
Occupational Extension
Quality Program
Small Business Center

The Pines

Adult Basic Education (ABE)
Adult High School
Compensatory Education
Continuing Education
Administrative Offices
Continuing Education Classes
General Education Development
(GED)
Security Office

Madison Campus

The Madison Campus of Asheville-Buncombe Technical Community College is located on the Marshall Bypass in Marshall, North Carolina. Both credit and continuing education classes are offered day and evening.

Liston B. Ramsey

Administrative Offices
Auditorium
Classrooms
Computer Lab
Conference Room
Shop

ORGANIZATION

History

Asheville-Buncombe Technical Community College has served as the community's premier technical educator for many years. Originally funded by a bond election, the institution was established on September 1, 1959, and named the Asheville Industrial Education Center.

Following legislation creating the North Carolina System of Community Colleges that was enacted in 1963 by the General Assembly, the name was changed on January 27, 1964, to Asheville-Buncombe Technical Institute. This legislation enabled the College to confer the Associate in Applied Science degree for the first time at graduation ceremonies in August, 1964.

The Board of Trustees approved a third name change to Asheville-Buncombe Technical College on August 6, 1979.

A final name change occurred on November 2, 1987, when the Board of Trustees approved Asheville-Buncombe Technical Community College, an action which became official when endorsed by the Buncombe County Commissioners on November 3, 1987.

In October 1988 the College received approval to offer Associate degree programs and in September 1989 enrolled its first class for the Associate in Science degree. The Associate in Arts degree was first offered during Summer quarter 1990-91.

On January 18, 1990, A-B Tech officially opened a satellite campus in Madison County. The College had served the county out of temporary quarters at the Marshall Elementary School since December 12, 1984.

In the early years, the College administered the operation of four units located throughout western North Carolina. These units have gained independent status and are now fully accredited community colleges.

By the fall term of 1997, the College had reengineered all programs and converted to the semester system.

Administration

The College was initially administered by the Asheville City School Board of Education. Following the establishment of the North Carolina System of Community Colleges, control passed to an independent board of trustees.

From the beginning, prominent Asheville and Buncombe County business and community leaders have helped to guide the College. In addition, each academic program has an advisory committee made up of local practitioners. Several hundred local citizens provide guidance for the educational programs of the College.

Curricula

The first program offered by the College was Practical Nursing. Electronics Engineering Technology and the Machinist programs were started in 1960. These three curricula are still offered along with many other career and college transfer programs.

The College offers the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, diplomas, and certificates.

The Associate in Arts and Associate in Science degree programs are offered in the Division of Arts and Sciences. All career curricula and courses are offered through three divisions: Allied Health and Public Service Education, Business and Hospitality Education, and Engineering and Applied Technology. In addition, noncredit academic, avocational, practical skills, and occupational classes and activities are offered through the Continuing Education Division.

Continuing Education courses are generally offered, with sufficient enrollment, on demand. Curriculum courses are usually offered on planned schedules in both the day and evening/weekend programs. Many curriculum classes are also offered in *clusters*

for *unclassified* students. Some Continuing Education courses—including Adult Basic Education, Human Resources Development, New and Expanding Industry Training, Small Business Center, Total Quality Management, and Focused Industrial Training activities—are ongoing or are repeated on a regular basis.

Both curriculum and Continuing Education programs are supported through the activities of the GED Testing program, Guided Studies, and the Learning Resources Center. Classes meet on campus and at various off-campus sites. Course requirements are the same without regard to meeting times or locations.

Campus Facilities

On March 15, 1961, the Industrial Education Center moved into two newly constructed buildings off Victoria Road. Over the years the Board of Trustees has acquired land that today totals 144 acres.

Twenty-one buildings house academic programs and campus services. Included in this total is the Smith-McDowell House, the oldest brick house in Buncombe County, leased to the Western North Carolina Historical Association.

On January 18, 1990, the College established a campus in Madison County. The satellite operation provides adult education and college credit courses for the people of Madison County.

Over the years a combination of special funding has provided for campus expansion. Since 1985 the North Carolina General Assembly has approved \$5 million in special legislation for campus construction.

Since 1987, Buncombe County voters have approved \$13.5 million in bonds to be used for campus additions and renovations. In 1993, a statewide bond referendum gave A-B Tech another \$5 million for capital projects.

Buncombe County Commissioners purchased for A-B Tech property belonging to St. Genevieve Gibbons Hall, a private school that merged with Asheville Country Day School to form the Carolina Day School. The Board of Trustees acquired the title to these 12.77 acres and four buildings on September 23, 1987. Additionally, in 1990 the Commissioners purchased 16.75 acres contiguous to the west boundaries of the campus. This purchase included Sunnicrest, the only remaining lodge constructed by George Vanderbilt. The lodge has been renovated to house the Business and Industry Services Division offices.

On October 21, 1987, A-B Tech in cooperation with Buncombe Child Development opened a Child Care Center, which offers day service to students and faculty.

Current Status

Asheville-Buncombe Technical Community College, with strong local support, has grown in facilities and land acquisition, in enrollment, in curricula, and in expanded services to the community. Today the College has the largest total headcount enrollment of any institution of higher education in western North Carolina.

Location

The main campus is located off Victoria Road in Asheville, North Carolina, a city repeatedly named as one of the most livable towns in America.

Situated near major interstates and on local bus routes, the College is convenient to the citizens it serves. Ample parking close to class buildings is provided free on campus. The Madison Campus is located in Marshall, North Carolina.

COLLEGE MISSION STATEMENT

A-B Tech, the community's college, is dedicated to student success. As a comprehensive community college, we are committed to providing accessible, high-quality educational opportunities for lifelong learning to meet the diverse and changing needs of our community.

In accomplishing this mission, we commit our resources to providing:

- Education, training, and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to business and industry.
- Services to the community and individuals that improve the quality of life.

DIVISIONAL OBJECTIVES

Allied Health and Public Service

The Allied Health and Public Service Education Division provides students with opportunities at the postsecondary level to acquire knowledge, skills, and attitudes that will enable them to become effective and safe members of health care and public service teams.

Arts and Sciences

The objective of the Division of Arts and Sciences is to provide, in a learning-centered environment, academic instruction which enables students to acquire A.A. or A.S. degrees (including pre-majors), to complete general education support courses for other certificate, diploma, or degree programs, and/or to meet personal and professional interests through specific courses.

Business and Hospitality Education

The Business and Hospitality Education Division provides technical postsecondary education for students of business programs, computer technologies, and culinary/hospitality education. Programs of study emphasize critical skill development for successful entry into the job market.

Continuing Education

Continuing Education provides vocational education opportunities for the unemployed, upgrading courses for those already employed, adult basic education for those seeking a higher educational level, and certain avocational courses for individual enrichment.

Engineering and Applied Technology

The Engineering and Applied Technology Division offers a variety of Associate in Applied Science degree programs in engineering technologies and diploma programs in applied technologies. Degree-level students are provided an appropriate blend of engineering, scientific, and mathematical theories with applications. Diploma-level students are provided training that is closely related to the industrial work environments. Appropriate related and general education courses are provided in support of these programs.

Learning Resources Center

The mission of the Learning Resources Center is to support the mission of the College and to enhance the teaching/learning process through provision of adequate, up-to-date resource collections in formats consistent with prevailing technologies; provision of access to the collections of other libraries; promotion of user-directed electronic database searching; provision of instruction in the use of resources to enable users to function in an information-driven society; and promotion of life-long learning opportunities.

Objectives

1. To assume an integral support role in fulfilling the mission of the College.
2. To provide library services designed to support and enrich College instructional programs.

3. To provide audiovisual services to the faculty, staff, and students of the College. These services will include production, materials, and equipment to support the instructional program and related activities. Telecommunications and satellite reception will be provided for seminars and conferences.
4. To provide a learning environment in which the students can be free to explore interests, with a learning pace and manner specifically tailored to individual needs.
5. To provide for the special academic needs of disabled students.
6. To support community needs for instructional and resource materials and services consistent with the mission of the College.

NONDISCRIMINATION POLICY

Asheville-Buncombe Technical Community College does not discriminate on the basis of sex, race, color, national origin, age, disability, or religion, in the educational programs or activities which it operates. The College is required by Title IX of the Education Amendment of 1972 not to discriminate on the basis of sex, and under other Federal legislation the College will not discriminate on the basis of race, color, national origin, age, disability, or religion. The requirement not to discriminate in education programs and activities extends to employment in the College and to admission into its programs. Inquiries or complaints concerning the application of Title IX, the ADA, and other Federal nondiscrimination legislation to Asheville-Buncombe Technical Community College should be referred to:

Personnel Officer/ADA Coordinator
Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, North Carolina 28801
Azalea Building
Telephone: (828) 254-1921, ext. 113
TDD: 254-1921, ext. 444

or

Depress space bar several times for operator assistance
Internet: www.asheville.cc.nc.us

INDIVIDUALS WITH DISABILITIES

Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") wishing to make a request for reasonable accommodation, auxiliary communication aids or services, materials in alternative accessible formats, or who wish to file a complaint of alleged discrimination on the basis of disability should contact the ADA Coordinator listed above.

COMMUNICABLE DISEASE POLICY

It is the policy of Asheville-Buncombe Technical Community College not to discriminate against any applicant, employee or student who has or is suspected of having a communicable disease. As long as an employee is able to satisfactorily perform the essential functions of the job, and there is no medical evidence indicating that the employee's or student's condition is a threat to the health or safety of the individual, coworkers, students or the public, an employee shall not be denied continued employment, nor shall an applicant be denied employment, nor shall a student be denied admission to the campus or classes based on whether or not he/she is suspected of having a communicable disease. The College will consider the educational or employment status of individuals with a communicable disease or

suspected of a communicable disease on an individual, case-by-case basis following procedures outlined by the President.

INTERNET AND CAMPUS NETWORK ACCEPTABLE USE POLICY

Asheville-Buncombe Technical Community College provides campus network and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Faculty, staff, and students are encouraged to become familiar with College technology resources and systems and to use them on a regular basis.

Users are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

1. The Internet and associated resources contain a wide variety of material and information. Information available on the Internet is not generated or selected by Asheville-Buncombe Technical Community College. The College is not responsible for the accuracy or quality of the information obtained through or stored on the campus network.
2. The creation, display, or transmittal of illegal, malicious, or obscene material is prohibited.
3. Asheville-Buncombe Technical Community College will not be liable for the actions of anyone connecting to the Internet through College facilities. All users shall assume full liability (legal, financial, or otherwise) for their actions.
4. The user is responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. Although the Internet provides easy access to software distributed by companies on a trial basis, this does not mean that the software is free or that it may be distributed freely. All files downloaded from a source external to the campus must be scanned for viruses.
5. Because of the unsecure nature of transmitting files electronically, no right of privacy exists with regard to E-mail, Internet sessions, or electronic file storage and transmission. When sending or forwarding E-mail over the campus network or the Internet, users shall identify themselves clearly and accurately. Anonymous or pseudonymous posting is expressly forbidden.
6. Asheville-Buncombe Technical Community College computing and telephone facilities maintain usage statistics in archived log files for the purpose of monitoring system performance and usage patterns. Users must not perform tasks they would not want logged.
7. College employees may make reasonable personal use of the campus network, E-mail, and the Internet as long as the direct measurable cost to the public is none or is negligible, and there is no negative impact on employee's performance of duties.
8. All users of the Internet by way of College facilities must comply with all relevant policies and procedures of the College.
9. Use of the Internet for commercial gain or profit is not allowed from a College site.

Failure to comply with any of these provisions will result in disciplinary action as provided for under the disciplinary policies and procedures of the College.

CONTINUING education



“POTTERS’ WORK IS FASCINATING AND SOMETHING I HAVE ALWAYS WANTED TO LEARN. I CALLED A-B TECH AND FOUND COURSES AT VARIOUS TIMES, GOOD INSTRUCTORS AND EQUIPMENT AT REASONABLE COSTS.”

— Gail Rogers, Asheville

CONTINUING EDUCATION

The Continuing Education Division offers classes and training to support the economic development of the community and its citizens. Needs for higher academic education, employment skills, basic educational skills, job training and retraining, personal growth and development, and community and economic development are continually identified through a variety of assessments.

Different learning approaches to meet community needs involve traditional classroom instruction, individualized instruction, computer-assisted learning, community-based learning centers, on-site classes and training for business and industry, and apprenticeships. Also available is assessment, consultation, and technical assistance for individuals, businesses, industries, and public and private sector agencies.

The educational offerings of the Continuing Education Division are built on the concept of lifelong learning. Classes and training are provided in different formats, at a variety of times, and at locations where the needs of students can most conveniently be met.

Some of the Continuing and Off-Campus Education programs are coordinated with the Job Training Partnership Act (JTPA) or the WorkFirst programs of other agencies. These and other similar programs represent joint efforts to bring education and training services to the community.

Training and course work may carry Continuing Education Unit (CEU) credit; these unit credits are not a part of college curriculum diploma or degree programs. Curriculum courses that carry full college diploma and degree credits are offered at off-campus sites through the coordinated efforts of Continuing Education Program directors and the deans and department chairs of the four curriculum academic divisions of the College.

The Continuing Education Division provides programs for adults age 18 or older. Minors may enroll for some classes with special permission. For some programs, the enrollment of minors cannot displace an adult.

Costs

Costs for Continuing Education classes vary, but there is usually a nominal registration fee. Fees may also be charged for books, materials, and supplies. For some classes, North Carolina residents age 65 or older are exempted from registration fees. There are no registration fees for basic skills classes.

Course Repetition

There is a limit on the number of times a student may enroll in a particular continuing education class. The Continuing Education Course Repetition policy guides enrollment in selected types of classes.

Occupational extension courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the College. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

A course other than occupational extension may not be taken for more than two consecutive terms without a break of at least one term. Students who are enrolled in Adult Basic Education (ABE), General Education Development (GED), or Compensatory Education classes may continue in them as long as reasonable educational and/or social progress is being made according to the goals of the program. Students in Compensatory Education classes will be reviewed after no more than two years to determine whether they will continue in the program.

The College reserves the right to modify this policy in general or relative to a given course as necessary to meet the needs of the College and its students.

Services

Continuing Education needs are addressed in two domains: (1) Business and Industry Services and (2) Community Education Services.

BUSINESS AND INDUSTRY SERVICES

The **Center for Business and Industry** provides programs and services to address the training and development needs that impact the local and regional economy. The Center ties the College to the associated efforts of local, regional, and state agencies for economic development.

Focused Industrial Training (FIT) is designed to address the special training needs of existing North Carolina industry. Serving primarily the manufacturing population, FIT uses individual needs assessment and consultations to target and upgrade workers' skills needed to keep up with new work methods and technology. FIT job training can be designed for skilled and semiskilled workers, lead supervisors, and team leaders. The targeted occupations are material handlers, assembly technicians, welders, machinists, maintenance mechanics, metal workers, production line workers, and woodworking machine operators. Technical assistance, which covers any subject taught at A-B Tech, is also available to manufacturing companies through FIT.

New and Expanding Industry needs are met through customized training programs designed especially for prospective employees and funded at no cost to the employer. For some new industries, the Maple Building Skills Center is available for on-campus training.

Occupational Programs provide education and training for individuals to prepare for new or different employment and to upgrade the skills of individuals in their current employment. These opportunities are available through single courses or a series of courses specifically designed for an occupation. A significant number of these courses are offered to meet licensure or certification requirements for employment in careers such as Fire and Fire Rescue, Emergency Services, Criminal Justice/Law Enforcement, Certified Nursing Assistant (CNA), Insurance, Real Estate, and Dental Radiography. Other offerings include programs for the following occupational areas: hospitality, medical, computer applications, business management, public education, electrical, construction, and inspection.

Students in the **Decorative Painting Techniques & Restoration Program** train in all aspects of surface treatments and decoration. The content of the program deals with traditional finishes in historic buildings as well as new work and the development of individual styles and techniques. Students learn the physical and chemical nature of building materials, methods of stenciling, gilding, ornamental plaster work, marbling, woodgraining, wall glazing, paperhanging and the preparation of old and new surfaces to receive decorative treatments. Qualifying graduates will receive the "City and Guilds of London" certificate for Decorative Painting and Restoration. Related job opportunities include residential and commercial decorating, church restoration, picture frame and architectural gilding. There are also opportunities for international travel. This 44 week program starts in January and ends in December. The foundation level covers tools and equipment, materials, drawings and geometric shapes, calculations, and surface preparation. The advanced level covers specifications, site organization, decorative treatments, and color.

The **Small Business Center** provides consulting and advising services to present and potential small business owners. Additionally, through very practical, short-term seminars, the Center addresses the continuing needs of small business clients for updating information, refining entrepreneurial skills, and enhancing techniques to improve the profit advantage in risk taking. The seminars frequently address the critical areas of capital formation and prevention of business failures. The Small Business Center works cooperatively with local chambers of commerce, the Active

Corps of Executives (ACE), the Service Corps of Retired Executives (SCORE), the Center for Improving Mountain Living's small business counseling services, and the U.S. Small Business Administration.

The **Quality Program** provides training and technical assistance in total quality practices and ISO 9000 for businesses, industries, and public and private sector agencies. Programs include process improvement, team building, quality skills, statistical process control, facilitator development, self-assessments, and all phases of ISO 9000 implementation. The program also partners with the American Society for Quality Control and the North Carolina Quality Leadership Foundation to provide quality course offerings. Additionally, a resource center for quality information and a lending library make specialized books and videos available.

COMMUNITY EDUCATION SERVICES

Educational opportunities are provided directly to the citizens of the community through the programs of Community Education Services.

The **Basic Skills Programs** provide opportunities for upgrading reading, mathematics, English, and life skills. Assessment is a basic part of all of these programs. The **Adult Basic Education (ABE) Program** supports academic remediation in reading comprehension, mathematics, and language skills and provides pre-GED instruction.

One of two adult high school programs can lead the student to the equivalent of high school completion: (1) The **General Education Development (GED) Program** offers instruction in five subject areas in preparation for taking the high school diploma equivalency (GED) test and (2) The **Adult High School Diploma Program** provides instruction designed to qualify individuals for an adult high school diploma, awarded jointly by a local board of education and the College after the student successfully completes 20 units of credit and the North Carolina Competency Tests. Instruction for Basic Skills Programs is available on campus and at community learning centers or workplace sites when there is sufficient demand.

At the **GED Testing Center**, students can take the tests of General Educational Development (GED). The tests cover:

- Writing Skills
- Mathematics
- Social Studies
- Science
- Interpreting Literature and the Arts

With passing scores, the student earns a high school diploma equivalency (GED) which is awarded by the North Carolina Community College System. This certificate is generally accepted on an equal basis with a traditional diploma for employment, promotion, or further education.

To be eligible for testing, an applicant must:

- be at least 18 years old (16- and 17-year olds may test with special permission).
- be a current North Carolina resident
- be certified to test through the GED Preparation Program (254-1921, extension GED).
- pay the testing fees (\$7.50 for initial testing and \$2.50 for retesting in Writing Skills) at the Business Office in the Simpson Administration Building before arriving at the testing center.

English as a Second Language (ESL) is intended to improve the English reading, speaking, and writing skills of nonnative students. American culture, history, and life skills are also taught.

The **Compensatory Education Program** is an academic program specifically for adults with mental retardation. The program features lessons in community living, consumer education, health, language, mathematics, social science, and vocational education. Emphasis is placed on helping each student become as independent as possible, primarily by improving academic, social, survival, and independent-living skills.

The **Community Services Program** provides courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and assists adults in the development of new skills or the upgrading of existing vocational, academic, and practical skills. Among the avocational component courses are calligraphy, personal photography, pottery, and art. The academic component includes courses such as languages, art appreciation, consumer economics, investments, and retirement planning. Catering, practical horticulture, woodworking, chair caning, upholstery, and small engine repair are typical class offerings in the practical skills component of the program.

The **Human Resources Development (HRD) Program** provides short-term prevocational training and counseling designed to help unemployed and underemployed adults successfully enter the work force and additional education. Instruction focuses on the following topics:

- Vocational assessment and career exploration
- Academic preparation
- Job seeking and job-keeping skills
- Goal setting
- Teamwork and workplace interpersonal skills
- Self-esteem and confidence
- Problem-solving, critical thinking, and communication skills

EDUCATIONAL & STUDENT
support services

GUIDED STUDIES

This department provides post-secondary students with instruction in basic math, English, and reading in structured and unstructured settings. A tutorial component serves curriculum students needing assistance outside of class in math or English related subjects. Tutoring is accomplished through individual sessions, small groups, and computer-assisted instruction.

As the point of entry for learners needing academic development, Guided Studies is sensitive to the needs of students making a transition to a college environment. Instructors design course work to accommodate first-time college students, those returning to school after an absence, and those with disabilities. The objective of this department is to enable students to develop the skills and behaviors that will lead to successful achievement in A-B Tech's curricula. The minimum passing grade is "C." The grade of "D" will not be used for Guided Studies courses.

Guided Studies courses are listed in the class schedules. Current lab schedules may be obtained from Guided Studies personnel.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) includes the Library and Audiovisual Services. Together, they provide information, guidance, and instruction in a wide range of resource material. In addition, the LRC provides a variety of A-V equipment to supplement classroom, laboratory, and shop experiences.

The Library

The library makes available all of the LRC's collection of materials, both print and non-print formats. The collection is well organized for easy use. Automated catalogs, circulation, electronic indexes, and reference services provide the user with state-of-the-art access to research and recreational materials. The primary objectives of the library are to provide information services and assist the user with utilization of the collection in an attractive, well-equipped facility that is open to the college and the community.

HOURS: Monday-Thursday	8:00 a.m.-9:00 p.m.	Closed Weekends
Friday	8:00 a.m.-4:30 p.m.	

Audio-Visual Services

Audiovisual services are available to the College faculty, staff, and students. These services include production, materials, and equipment to support the instructional program and related activities, including satellite reception for seminars and teleconferences. The LRC maintains an inventory of audiovisual equipment to support College sponsored activities, along with an extensive collection of audiovisual materials.

Computer Services

A staffed computer lab is available for student use.

GENERAL ADMISSION REQUIREMENTS AND PROCEDURES

Asheville-Buncombe Technical Community College has an OPEN DOOR admission policy. High school graduation or equivalence is normally required for admission to any curriculum; however, there are a few programs for non-graduates 18 years of

age or older. The College accepts applications continuously throughout the school year. Early application is advised for many programs. Admission to allied health curricula is competitive among qualified applicants according to established criteria.

Individually selected classes may be taken by Unclassified Students providing the prerequisites have been met. After accumulating 20 hours, Unclassified Students must see a counselor/advisor in Student Services in order to confirm further educational plans.

Placement into a specific course of study is based upon standards that will help to assure the applicant's success in that course of study. Those who do not yet possess the background required by the course of study of their choice may be enrolled in developmental courses designed to provide this background.

Persons wishing to enroll in a curriculum program at the College must complete the entire application process and meet the following requirements:

1. Submit an application form.
2. Obtain transcripts of credits from all secondary and post-secondary schools attended. Records should show that the student is a high school graduate or has a state approved equivalent education.
3. Complete the battery of placement tests administered by the College. In the case of allied health programs, the placement tests are used to earn admission through a point system. Provisional or unconditional admission to individual programs will be determined by scores on the tests requirements. (See programs for details.) Requests for reasonable accommodations or test exemption by transfer credit will be reviewed individually. Alternate testing formats will be made available to individuals with disabilities upon request to the Coordinator of Students with Special Needs.
4. A complete physical examination may be required by some programs, but only after the student is admitted.

Upon completion of this procedure, the student will be accepted unconditionally or provisionally into the program. Provisional acceptance indicates that developmental classes are necessary; this status changes to unconditional acceptance once the developmental classes are completed.

Placement Testing and Counseling Services

Generally, placement testing will be completed prior to acceptance and registration. A counselor/advisor will interpret test scores and will advise students concerning course selections. Alternate testing formats will be made available to individuals with disabilities upon request to the Coordinator of Students with Special Needs.

Students are encouraged to use counseling services at any time. The Counseling Department will work at all times with individuals to keep them informed of the progress they are making and to support students as they work toward their educational goals. Career exploration and development services are available through the Counseling Center. Personal counseling and referral to community services are available as needed. Many reference materials and computerized programs are available to students through counseling services.

International Applicants

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. A transcript of secondary school work must be sent to the Admissions Office. The transcript must be translated into English.

To demonstrate proficiency in the English language, international applicants from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL). The applicant must score at least a 213 on the computer-based test or a 550 on the paper-based test. If the applicant is already in the Asheville area or near another

North Carolina community college that offers the Computerized Placement Test (CPT), minimum scores of 51.1 on the reading part and 52.1 on the sentence skills part of the CPT may be substituted for the TOEFL requirement. All international applicants must take the CPT prior to registering for classes.

International applicants must also certify their ability to pay for transportation, living expenses, out-of-state tuition, fees and other school expenses while in the United States.

The A-B Tech application, high school transcript, TOEFL scores, and evidence of financial resources must be received before an admission decision can be made and a U.S. Immigration and Naturalization I-20 form issued to the student for application for an F-1 student visa.

International applicants should contact the Director of Enrollment Management for further information about admission. E-mail inquiries should be addressed to: Admissions@asheville.cc.nc.us

Academic Advising

In order to ensure that every student receives quality academic advising, Asheville-Buncombe Technical Community College has established an academic advising system. Students who are admitted to a curriculum are advised by a faculty member from that curriculum. Unclassified students are advised by the counselors/advisors in Student Services. Counselors/advisors initially determine the provisional courses for students based upon the results of placement testing. Faculty advisors determine the major area courses to be taken by provisional students. In all instances, a student's registration form must be signed by an appropriate advisor indicating that the schedule meets appropriate academic needs. No student will be allowed to register without an advisor's signature.

Provisional Student Status

Provisional status accommodates those students who can benefit from the academic programs offered by the College but require additional developmental course work to be successful in their chosen program. Any student seeking a diploma, degree, or certificate in a noncompetitive program of study may be eligible for provisional student status.

The determination of provisional status shall be dependent upon the results of testing and the professional judgment of the Student Services counselor/advisor to whom the student is assigned. The counselor/advisor will assist the student in developing a Plan of Individual Education (PIE) tailored to meet the student's academic needs. The PIE will document the developmental course work required of the student and any additional courses determined by the counselor/advisor. A copy of the PIE will be filed in the student's permanent record as well as with the academic advisor.

Provisional students are generally permitted to register concurrently for developmental courses and required courses in their program of study as long as they meet the prerequisites; however, it is recommended that the course schedule for any academic term not exceed 15 credit hours. Developmental courses must be taken beginning with the student's first semester of enrollment and all such course work must be completed as outlined by the student's academic advisor.

For more information about provisional student status, students are encouraged to contact Student Services.

Adult Basic Skills Student Status

Students who place into Adult Basic Skills reading will be allowed to enroll in college courses only after they have received appropriate remediation through the Adult Basic Skills program. Students who test into Adult Basic Skills language and mathematics must also receive appropriate remediation prior to enrolling in college courses.

Students who place into Adult Basic Skills level math only or Adult Basic Skills language only will be allowed to take Guided Studies and/or curriculum classes with approval of their academic advisor.

Transfer Credit (Transcript Evaluation)

Credit From Other Institutions. Asheville-Buncombe Technical Community College will accept credit for parallel work completed in other post-secondary institutions accredited by a regional accrediting agency. Applicants who seek transfer credit should make regular application and obtain from the Admissions Office a *Request for Transfer Credit* form for the evaluation of all post-secondary work. Transcripts will not be evaluated until this form has been completed. No credit will be granted for developmental courses or work below a "C." Transfer credit will be awarded for course work without assigning grades or quality points. Proficiency credits from other institutions will not be accepted. No more than one-half of the credit hours required in a program may be earned by transfer credit. If any course is taken for credit after transfer credit has been awarded, and a grade of A, B, C, D, or F is earned, it will replace the transfer credit. A student who must repeat a course may take it at another institution and transfer it to ABTCC according to the guidelines above. Transfer credit may be awarded for appropriate military courses. If a student submits a transcript from a foreign university, it will be the *student's* responsibility to provide accurate translations of (a) the transcript, (b) course descriptions, and (c) the grading system. Credits will be evaluated in the context of the current catalog.

Students transferring into the Associate in Arts or Associate in Science program who have transfer credit from colleges other than the North Carolina Community College System (NCCCS) will not be eligible for the Articulation Agreement between the universities and NCCCS. Students who have quarter courses will also not be eligible for the Articulation Agreement. Transcripts of these students will be evaluated on a course-by-course basis.

Students transferring into the AA or AS program who have completed the general education core of 44 semester hours with the proper distribution of hours, a "C" or better in all courses, and an overall GPA of 2.0 will be given credit for the general education core.

Declaring or Changing Majors. To declare or change a major, the student must meet with a counselor/advisor in Student Services.

Academic Fresh Start. Any returning student who has not attended A-B Tech for three years and upon reenrolling maintains a 2.00 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than three years old with a grade less than a "C" excluded in calculating the cumulative GPA. Grades below "C" disregarded in calculating the GPA will not count toward graduation but will remain on the transcript. The student should complete an application for Academic Fresh Start (obtained in the Office of Student Records and Registration), after the end of the semester in which he/she has completed the 12 semester hours required. A student who plans to transfer to another college should contact that institution to determine the impact of Academic Fresh Start on transfer.

Transfer Of Credit To Other Institutions. Asheville-Buncombe Technical Community College facilitates the transfer of credit to other institutions. The Associate in Arts and Associate in Science programs are designed to transfer to senior institutions at or near the junior level. Associate in Applied Science graduates have the option of entering a career, continuing their education at a senior institution, or doing both. We are proud of the fact that our graduates have a marketable job skill after two years of study and can also complete a four-year degree after two more years of academic work.

Students who attend most senior institutions do not declare a major until their junior year. Our applied science programs are such that those students who earn a

baccalaureate degree pursue it in an inverted pattern. The majority of the student's academic major is earned at A-B Tech in the first two years of study. As junior level students at the senior institution, they take general university requirements and may take more advanced courses relating to their major.

Parallel work, including single courses, completed at A-B Tech will transfer to other institutions in the North Carolina Community College System and to most senior institutions in the state. Most public and private four-year institutions in North Carolina, and many that are out of state, regularly accept credits from A-B Tech and generally enroll the graduates at approximately the junior level. The details of these affiliations are available from the transfer counselor in the Student Services office and the individual senior institutions.

A-B Tech strongly encourages its graduates to continue their formal education after completion of their A-B Tech programs. It is important that graduates recognize the need to continue their educations throughout life to prepare for new and changing careers.

Credit By Examination (Proficiency Examination)

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject, may request credit by examination. A written request must be made to the proper Department Chairperson on a form obtained from Student Records and Registration. This test must be administered immediately after the 10 percent point in the semester.

Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written, or a combination of these methods. To receive credit by examination, the score must be above average ("B"). The decision of the examining instructor is final. No quality points are awarded for credit by examination.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course. Exceptions must have approval of the Vice President for Instruction.

Because of specific requirements, credit for certain courses may not be received through Credit by Examination. The courses which may not be challenged by examination are marked with an asterisk in the course description section of the catalog. Most institutions will not accept proficiency credits for transfer.

Students who request Credit by Examination must:

1. Enroll as a credit student in the course to be challenged and pay tuition if enrolled on part-time basis. There is no extra charge for full-time students who are taking at least 14 credit hours.
2. Present evidence of proficiency, complete the written request form, and have the request approved prior to the 10 percent point of the semester.
3. Remain enrolled and attend class until the examination is administered. During this period, students who have written approval for the exam may attend class without purchasing textbooks and materials. If books are purchased and returned for refund, they must be in new condition.
4. Students who are very confident of passing the exam may choose to begin with a course overload.
5. Students who perform on the exam at a level sufficient to get credit may leave the course and have an indication of Proficiency Credit by Examination (P) posted to their record for the course. Receiving proficiency credit does not entitle the student to a tuition refund.

6. Students who do not receive credit by examination are encouraged to purchase textbooks and materials and remain in the class to earn credit at the end of the semester.
7. Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking proficiency credit. Assistance may be reduced and reimbursement will be required if the course load is reduced by receiving credit by examination. Students may choose to overload in this case.

Any exceptions to these procedures must have prior written approval by the Vice President for Instruction and the appropriate Division Dean and Department Chairperson.

Credit — AP, CLEP, RAVE

College credit may be awarded if appropriate conditions are met by Advanced Placement (AP) courses, College Level Examination Program (CLEP) test scores, or Regional Articulation in Vocational Education (RAVE) courses. See the Admissions Office in the Azalea Building for details.

ABTCC academic credit will be granted to enrolled students who receive scores of 3, 4, or 5 on the AP tests offered by the College Board. AP credit accepted at other post-secondary institutions is not automatically transferred to ABTCC, but is reviewed when scores are received.

ABTCC credit may be granted to students who have satisfactorily passed certain CLEP tests. Credit may be considered only for those courses which have been approved by the various divisions and/or programs of the College. A maximum of six semester credit hours may be granted for each CLEP subject examination. ABTCC will accept a total of 12 semester credit hours earned through CLEP tests.

Auditing Courses

Students wishing to audit courses must register through regular registration procedures and pay standard tuition and fees. Students who register to take a course for credit and then choose to audit the course must do so within the first 15 days of the term with approval of the instructor and by applying through Student Records and Registration for audit status. A student may change from audit to credit status through the Student Records and Registration Office only during the first 5 days of the term. Audit work does not receive credit and cannot be used toward diploma or degree requirements. All prerequisites must be met before a course can be audited. Physical Education classes may not be audited. Audit work is not covered by financial assistance.

Balancing Class Size

Each student is assigned a sequential number for each curriculum class by the computer as fees are paid. This number determines position in the class should the class need to be split. The position determines the priority of the student to remain in the class. The College reserves the right to split classes and assign students to alternate sections whenever necessary to balance class size.

Course Substitutions

Course substitutions may be made according to the approved course equivalency list. The course grade will be the grade earned in the substitute course(s). Exceptions must be approved by the Vice President of Instructional Services.

Curriculum Course Repetition

Students who need a course to graduate may take the course as many times as necessary to pass it, providing space is available. Any course that has been passed or audited may not be taken for credit or audited more than twice per academic year subject to space being available after preregistration. The twice-per-year regulation also applies to single or elective courses that are not required for graduation. Physical

education courses may not be audited. No single physical education course may be attempted more than twice.

Independent Study

Selected courses may be available for Independent Study at the discretion of the faculty with Department Chair approval.

TUITION AND EXPENSES

North Carolina Residency

In order to qualify for the resident tuition rate, North Carolina law (G.S. 116-143.1) requires that a legal resident must have maintained domicile in North Carolina for at least the twelve months immediately prior to classification as a resident for tuition purposes.

One must also have accomplished many of the things normally done by one who intends to reside in a state permanently. Examples of these actions are being employed, paying taxes, having a current North Carolina driver's license, voting in the state, belonging to churches, clubs or other organizations. Anyone having a question regarding resident status should contact the Director of Enrollment Management.

Tuition*

Fall and Spring Semester:

N.C. residents per semester	\$280.00
Nonresident of N.C.	\$2282.00
(14 or more credit hours)	
Part-time N.C. residents per credit hour per semester	\$20.00
Nonresident of N.C. per credit hour per semester	\$163.00
(fewer than 14 credit hours)	
Return Check Charge	\$15.00

Summer Semester:

N.C. residents per semester	\$180.00
Nonresident of N.C.	\$1467.00
(9 or more credit hours)	
Part-time N.C. residents per credit hour per semester	\$20.00
Nonresident of N.C. per credit hour per semester	\$163.00
(fewer than 9 credit hours)	
Return Check Charge	\$15.00

North Carolina residents 65 years of age and older are exempted from the payment of curriculum tuition and registration fees for some classes in Continuing Education.
*Tuition is subject to change.

Student Activity Fees

The student activity fee will be charged each semester based upon the number of credit hours taken during the day at the Asheville campus. The student who enrolls for nine or more day, on-campus credit hours will be charged a student activity fee of \$10.00 for fall and spring semesters and \$8.00 for summer semester. The student who enrolls for eight or fewer day, on-campus credit hours will be charged a student activity fee of \$5.00 for fall and spring semesters and \$4.00 for summer semester.

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to ensure safety, it is felt to be in the interest of all students to provide some measure of insurance protection.

A group policy, providing the desired insurance protection, will be maintained in effect by the College and all students will be REQUIRED to subscribe to such coverage. The cost of accident insurance to the student will be approximately \$2.00 per semester.

The Hope Scholarship

The Hope Scholarship is actually a federal tax credit, not a scholarship. A family may claim up to \$1,500 per year for each eligible dependent, for up to two years. One hundred percent of the first \$1,000 of eligible expenses, and 50% of the next \$1,000 may be claimed for an annual maximum of \$1,500. The actual amount of the credit depends upon family income and the amount of qualified tuition paid less any financial aid.

To qualify, the taxpayer must file a return, owe taxes, and claim the student as a dependent (unless the student is a spouse). The student must be enrolled at least half-time in an eligible program leading to a degree or certificate and must not have completed the first two years of undergraduate study. The credit is not available to students who have been convicted of a felony drug offense.

The Lifetime Learning Tax Credit

The Lifetime Learning Tax Credit may be claimed up to \$1,000 per year for the taxpayer, spouse, or eligible dependents for an unlimited number of years. This credit is family-based rather than dependent-based like the Hope Credit. The taxpayer may claim up to 20% of \$5,000 of eligible expenses. The actual amount of the credit depends upon the family’s income and the amount of qualified tuition less any financial aid. Unlike the Hope Credit, students are not required to be enrolled at least half-time in one of the first two years of post-secondary education.

This is provided for informational purposes only. For detailed tax information, please consult your tax advisor.

Tuition Refund Policy

A 100% refund shall be made if the student officially drops prior to the first day of classes of the semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled.

A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the semester. Insurance and student activity fees are NOT refundable.

Federal regulations, if different from above, will overrule this policy.

Tuition Refund Procedure

To be eligible for a tuition refund the student must:

- 1. Register and pay tuition and fees.
- 2. Process a Registration Change Notice in Student Records and Registration on or before the 10% point of the semester as defined above.

Additional Costs

A beginning student should be prepared to incur additional estimated expenses during the academic year (2 semesters and summer term) as follows:

ALLIED HEALTH AND PUBLIC SERVICES EDUCATION	
Books	\$375-550
Supplies	\$150-425
COLLEGE TRANSFER	
Books	\$400-500
Supplies	\$100-200

BUSINESS AND HOSPITALITY EDUCATION

Books	\$400-550
Supplies	\$50-225

ENGINEERING AND APPLIED TECHNOLOGY

Books	\$375-550
Supplies	\$120-650

The cost of books and supplies varies from year-to-year by curriculum due to price changes, curriculum changes, and instructor preferences. For purposes of definition, the following items may be classified as supplies: pen, pencils, paper, notebooks, instruments, uniforms and shoes, rental of uniforms, safety equipment, hand tools, calculators, lab coats, membership dues, pins and caps. Students will incur most of the supply costs for their curriculum during the first semester of study. Students are encouraged to consult with their department chairperson for actual costs of supplies for their curriculum. Students should consult with their department chairperson or a member of the Math Department prior to the purchase of a calculator for use in class.

Parking Regulations

All students are required to register their vehicles and display parking permits. Copies of parking regulations are available in the Business Office. Designated parking spaces for individuals with disabilities are located at each facility.

STUDENT FINANCIAL AID

The purpose of the financial aid program at Asheville-Buncombe Technical Community College is to provide assistance to students who, without such aid, would be unable to attend the College. The program is committed to the philosophy that no eligible student should be denied access to a higher education because of a lack of financial resources.

An application for financial aid will gain consideration for grants-in-aid, loans, scholarships and student employment opportunities. In general, financial aid is awarded to students on the basis of need, academic potential, and future promise. In determining the student's need, it is assumed the student will help himself through summer jobs and part-time work while attending school, that the family will provide aid commensurate with its income and resources and that the student will avail himself of any other financial assistance which is available.

Students desiring financial aid for an academic year (August through May) are encouraged to apply early (January through March) to be given priority consideration for the funds available. Applications will be processed until all available funds are awarded.

Copies of all applications mentioned in the following procedure may be obtained from any high school guidance office, most college and university financial aid offices, or the A-B Tech Financial Aid Office. Alternative accessible application formats will be made available to individuals with disabilities upon request to the ADA Coordinator.

Application Procedure

All applicants desiring priority consideration for available financial aid funds must complete the following steps:

1. Before applying for financial aid it is advisable that each applicant complete the first three steps of the Admission Procedure. (See Table of Contents for the General Admission Requirements and Procedures page reference.)
2. The applicant must complete and mail a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Program in the envelope which accompanies the application. (Important Note: Applicants may use electronic versions of the FAFSA—either FAFSA on the WEB or FAFSA Express—to

apply for assistance. For more information about the electronic applications, the applicant may call FAFSA customer service at 1-800-801-0576. Electronic applications are processed faster than paper applications. Applicants may use the college computers in the Holly Learning Resources Building computer lab and in the Financial Aid Office in the Azalea Building to access FAFSA on the Web and to file their application electronically.)

- 3. When completing the application, the applicant must list the appropriate federal school code number on the application. A-B Tech’s code number is 004033.

The applicant will receive a Student Aid Report (SAR) from the processor approximately 3-4 weeks after mailing the application. Once the SAR is received the applicant must contact the Financial Aid Office to assure that the office has received the SAR data electronically and to receive further instructions regarding the application process.

Once the application process has been completed, the applicant’s eligibility for assistance will be determined. Official notification of awards is made no earlier than May 15 prior to fall semester enrollment. Each award is contingent upon the availability of funds.

Students desiring additional information about the Financial Aid Program at ABTCC are urged to write or phone: Director of Financial Aid, Asheville-Buncombe Technical Community College, 340 Victoria Road, Asheville, NC 28801, (828) 254-1921, ext. 161.

Satisfactory Academic Progress Standards for Financial Aid

Introduction. The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of “satisfactory progress” for students receiving financial aid. The federal regulations addressing satisfactory progress were initially published in October, 1983, with amendments made in December, 1987 and then again in April, 1994.

Satisfactory Progress Defined. Generally, a student is considered to be making satisfactory progress toward his/her curriculum program of study when three requirements are satisfied:

- 1. Maintain a minimum cumulative grade point average based on credit hours attempted. (The qualitative standard required by regulation).
- 2. Complete a minimum number of credit hours of the total credit hours attempted with grades of A, B, C, or D. (The first quantitative standard required by regulation).
- 3. Successfully complete the program of study within its maximum time frame. Regulations specify that the maximum time frame may not exceed 150% of the published length of the program for full-time students. (The second quantitative standard required by regulation).

Monitoring Satisfactory Progress. The college will monitor the qualitative and quantitative standards referenced in 1 and 2 above using the chart below. The chart has been designed to accommodate all federally eligible programs of study offered by the college, and variable enrollment status of students (e.g. full-time, half-time, less than half-time).

Credit Hours Attempted*	Minimum Credit Hours To Be Completed**	Minimum Cumulative GPA Required***
1 -10	1	0.50
11-20	4	0.50
21-30	10	0.75
31-40	16	1.00
41-45	23	1.25

46-50	30	1.50
51-55	36	1.75
56-60	40	2.00
61-65	43	2.00
66-70	47	2.00
71-75	50	2.00
76-80	53	2.00
81-85	57	2.00
86-90	60	2.00
91-95	63	2.00
96-100	67	2.00
101-105	70	2.00
106-110	73	2.00
111-114	76	2.00

*Credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the census date of each academic term or for which the student received a grade. The census date is defined as the last day for registration as outlined in the college catalog.

**Credit hours completed with grades of A,B,C, or D only will fulfill this requirement. Grades of CR,I,P,T,U,W,X,Y,AP, and NP will not fulfill this requirement.

***Cumulative GPA is computed by dividing the total number of quality points earned by the total credit hours attempted for which the student received grades of A,B,C,D,F, or U.

The second quantitative standard referred to as the maximum time frame will be measured independent of the monitoring chart. For each program of study a maximum time frame will be calculated by taking the total credit hours required for the program as outlined in the college catalog and multiplying the total by 150%. Time frames will vary from program to program. Examples:

1. Practical Nursing Curriculum requires 47 credit hours to complete the diploma. The time frame is calculated ($47 \times 150\% = 71$).
2. Associate Degree Nursing requires 74 credit hours to complete the degree. The time frame is calculated ($74 \times 150\% = 111$).
3. Associate In Arts (A.A.) Degree requires 64 credit hours to complete the degree. The time frame is calculated ($64 \times 150\% = 96$).
4. Carpentry requires 46 credit hours to complete the diploma. The time frame is calculated ($46 \times 150\% = 69$).

The maximum time frame establishes the maximum number of credit hours a student may attempt in an effort to complete a program of study, and at the same time, remain eligible to receive financial assistance.

Key Points to remember regarding the quantitative standard of the time frame:

1. Since the time frame sets the limit for the number of credit hours a student may attempt and remain eligible to receive financial assistance, it is very important that the student plan class schedules carefully with their academic advisor and/or the student services counseling staff. It is the responsibility of the student to register only for classes listed in their chosen major in the college catalog and for scheduling only the number of hours they are capable of completing. **SOME STUDENTS WILL BE REQUIRED TO TAKE PROVISIONAL COURSES WHICH WILL ALSO BE COUNTED AS HOURS ATTEMPTED.** Students are responsible for knowing the policy concerning the limitation on hours attempted for financial aid purposes. Registering for more courses than a student is

capable of completing, having to withdraw from classes, registering for courses for which the student has already received credit, taking courses in error, etc., all impact the time frame and could result in losing financial aid eligibility before completing a program of study.

2. The time frame is cumulative, therefore, by switching programs without completing the initial program the student runs the risk of losing financial aid eligibility.
3. The time frame begins when the student first attends the College and continues until that student successfully completes a program of study regardless of the number of years that may elapse between enrollment periods.
4. Only students who successfully complete a program of study will be given a new time frame should they decide to enter a subsequent program of study. The credit hours attempted to complete the first program will not be included as hours attempted in the time frame for the second program of study.
5. Students who take course work and are unclassified will have those hours attempted added to their time frame if and when they enter a specific program of study.
6. Provisional students accepted into a program of study who are required to take guided studies or developmental course work as determined by placement testing results and the professional judgment of a student services counselor, will have the credit hours attempted for such course work count toward their time frame.
7. The credit hours for course incompletes, withdrawals, and repetitions will be counted as hours attempted toward the time frame.
8. Students switching from a degree program to a vocational program who have or nearly have exceeded the initial time frame may appeal to the Director of Financial Aid for a time frame extension.

Satisfactory Progress Increments. The College will monitor satisfactory academic progress at two points during each academic year (i.e. at the end of both the Fall and Spring Semesters). The only exceptions to this would be (1) for those students returning to the College who have a prior academic record at the college. Such students would be monitored at the time they reenroll since the federal regulations require the standards for progress to cover all periods of enrollment, including those periods for which the student did not receive aid from Title IV funds, and (2) for students who return to the College at their own expense in an effort to reestablish their eligibility. These students would be monitored each term until they meet the satisfactory progress definition.

Based upon the number of credit hours attempted, the student will be expected to complete a minimum number of credit hours with satisfactory grades as described earlier and at the same time maintain a minimum cumulative grade point average without exceeding the maximum time frame. Failure to meet the standards outlined will result in termination of financial aid eligibility. Due to the leniency of the satisfactory progress standards early in the student's program of study, the College will not provide an automatic probationary period during which the student may continue receiving financial aid while attempting to improve upon the number of credit hours completed and/or the cumulative grade point average required. Nevertheless, the College will provide an appeal procedure for reinstatement of financial aid eligibility.

Appeal of Financial Aid Termination. To appeal financial aid termination a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Director of Financial Aid the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated. Documentation to support the appeal is permitted.

2. The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing.
3. A student wishing to appeal the decision of the Director of Financial Aid, may do so, in writing, to the Student Financial Aid Committee, c/o the Financial Aid Office. Additional appeals may be made through the Student Due Process Procedure, then to the President, and finally to the Board of Trustees of the College; if deemed to be necessary by the student.

Reinstatement of Financial Aid Eligibility. Should a student have his/her financial aid eligibility terminated due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes the term satisfying the satisfactory progress definition. Once the satisfactory progress definition is met eligibility is reinstated for the subsequent satisfactory progress increment. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld.

Scholarships

Generally, scholarships are awarded only to those applicants who have completed the *Application Procedure* for student financial assistance outlined earlier. Most scholarships awarded by the College are restricted to a specific program of study and are based on financial need. The College does award a limited number of merit scholarships to qualifying second-year students which are program specific and require the endorsement and/or screening of faculty in the applicant's department of study. Students needing more information about these limited scholarships should call the Financial Aid Office at (828) 254-1921, ext. 159 or 161.

All students are encouraged to seek out scholarships offered by clubs and organizations in their communities. A collection of scholarship booklets are kept on reserve for student use in the Resource Room of the A-B Tech Financial Aid Office in the Azalea Building.

An excellent source for scholarships is located on the World Wide Web. Students can do searches by accessing <<http://www.finaid.org/>> and using the searches: FASTWEB, SRN Express, MACH 25, and EXPAN. FASTWEB alone contains a database of more than 180,000 scholarships. The web site of the North Carolina State Education Assistance Authority, <<http://www.ncseaa.edu/>>, lists scholarships available to North Carolina residents only.

Other Financial Aid Information

In addition to scholarships, information about grants, loans and work programs is also available on the Internet. Some recommended sites are:

http://www.ed.gov/offices/ope/	click on "Financial Aid for Students" for federal student aid information
http://www.cfi-nc.org/	provides comprehensive information about loans and other programs/issues
http://www.nasfaa.org/	click on "Financial Aid Information for Students, Parents & Counselors;" provided by the National Association of Student Financial Aid Administrators

VETERAN'S EDUCATIONAL BENEFITS

The Veteran's Counselor will help incoming veterans evaluate their eligibility for benefits. The Veteran's Office is located in the Counseling Center in the Azalea

Building. Individuals applying for veteran’s benefits must meet all entrance requirements and are required to meet the following academic standards as they progress through their programs. Failure to meet these academic standards of progress will result in loss of veteran’s educational benefits.

**Satisfactory Progress Standards for Veterans and Others
Enrolled Under the Veteran’s Program**

- 1. Students receiving veteran’s benefits will be placed on academic probation if they fail to maintain the following quality point averages:

End of Semester	Min. Cumulative Quality Point Average
1	1.50
2	1.75
3 and thereafter	2.00

- 2. Students will be suspended from receipt of veteran’s educational benefits if their cumulative quality point average falls below:
 - a. The minimum requirement indicated above at the end of one semester academic probation.
 - b. 1.50 after attempting a minimum of 30 hours.
- 3. Students placed on probation or suspension will be informed and counseled by the Veteran’s Counselor.
- 4. Suspension from receiving veteran’s educational benefits is for one semester. Benefits will be reinstated once the veteran maintains satisfactory progress for one semester.

GENERAL STUDENT INFORMATION

Class Attendance

Regular and punctual class attendance is expected of all students for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of the course by attending and completing course assignments. An accurate record of class attendance will be kept.

If instructional time is missed for excusable reasons, the student will be permitted to make up work to the extent possible. Because of the nature of some learning experiences, especially clinics, labs and shops, it is difficult, if not impossible to duplicate the work of the class. In some courses, absence or tardiness of an individual may be a major disruption to the performance of others in the class or an inconvenience to other organizations such as hospitals and clinics. The faculty may develop guidelines for advance notice of absences, makeup of work, etc. Students will be informed of guidelines at the beginning of the course.

To receive course credit, a student should attend a minimum of 80% of the contact hours of the class. Upon accumulating absences exceeding 20% of the course contact hours (see table below), the student may be dropped from the class and will be awarded a grade of “U,” unless the student follows the official withdrawal procedure. A tardy is defined as arriving late for class, leaving early, or being away from class without permission during class hours. Three tardies may constitute one absence.

Examples of Excessive Absence

Total Class Contact Hours	Excessive Hours Absence
48	10
64	13
80	16

96

112

Other Hours

19

22

Hrs. x 0.20 rounded to the nearest hour

It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date at the end of the twelfth week of classes.

Code of Student Conduct

Almost 6,500 students, faculty, and staff are part of the A-B Tech family. Every year hundreds of people graduate from the College, and hundreds of new students take their places. To protect all these students and employees from the irresponsible actions of others, the College has adopted basic rules of student conduct.

Students who have been charged with a violation of these rules may be assigned consequences based upon the seriousness of the offense. A hearing will be conducted by the Vice President for Student Services.

Consequences for violations include verbal warnings, written warnings, disciplinary probations, particular consequences adapted to the violation, and suspensions. Any disciplinary decision rendered by the Vice President for Student Services may be appealed to the President.

Any student charged with a violation of the Code of Student Conduct will receive a written copy of the charges and an appointment for a hearing. Rights, as they pertain to the hearing, are listed elsewhere in this manual.

The following actions are specifically prohibited on this campus under the Code:

1. Academic Dishonesty — You may not deceive any official of the College by cheating on any assignment, examination, or paper.
2. Alcoholic Beverages — You may not possess or use alcoholic beverages on campus. You may not be under the influence of alcoholic beverages on campus.
3. Damage to Property — You may not damage the property of the College or of any other person working at or attending the College.
4. Disobedience — You may not disobey the reasonable directions of College employees, including administrators, faculty members, security officers, and other staff employees.
5. Disorderly Conduct — You may not conduct yourself in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.
6. Disruption — You may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
7. Drugs — You may not possess, use, or be under the influence of any narcotic or illegal drug on campus in violation of the laws of the state of North Carolina or the United States.
8. False Information — You may not present to the College or its employees false information; neither may you knowingly withhold information which may have an effect on your enrollment or your status in the institution and which is properly and legally requested by the College.
9. Assault — You may not strike or threaten to strike another person for any reason whatsoever. Threatening to strike another person is defined as assault, and striking another person is defined as battery.
10. Gambling — You may not gamble on campus.
11. Possession of Weapons — You may not have a weapon of any kind, including a knife, stun gun, or any firearm in your possession on campus. Law enforcement officers are exempt from this prohibition.

12. **Professional Conduct** — Various curricula have specific codes of professional conduct for which you may be held accountable if you are enrolled in those curricula.
13. **Theft** — You may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution as well as be subject to disciplinary action.
14. **Public Laws** — You may not violate the laws of the state of North Carolina while on campus. Doing so may lead to legal actions as well as campus discipline.
15. **Sexual Harassment** — You may not sexually harass, either verbally or physically, any member of the College community, including other students, employees, or other persons on the College campus.

Rights of Students

If you are accused of a violation of the Code of Student Conduct, A-B Tech guarantees you these rights as the matter is resolved:

1. You have the right to a specific written notice of the charges against you.
2. You have the right to know the names of your accusers and to have a copy of all their written statements regarding the charges.
3. You have the right to decide whether your hearing will be public or private.
4. You have the right to a prompt hearing.
5. You have the right to have a counsel of your choice present at the hearing.
6. You have the right to confront your accusers and to hear all witnesses.
7. You have the right to present witnesses or evidence in your own behalf.
8. You have the right to remain silent to avoid self-incrimination.
9. You have the right to a full and complete record of the hearing.
10. You have the right to an appeal.

Student Appeal Policy

If you feel that you have been disciplined unfairly or wish to appeal some other decision which you consider to be unjustified, unfair, or a violation of your rights, then you should appeal that decision. In order to appeal the decision, you should use the Student Appeal Policy which is summarized below. A complete copy is available from the Vice President for Student Services in the Azalea Building.

The intention of the Student Appeal Policy is that the faculty member or other employee who has been responsible for the act which you consider to be unfair will attempt, in good faith, to resolve the dispute. You are encouraged to discuss the matter with him or her in an attempt to resolve it. If it is not possible to resolve the matter at this level, then you should bring the matter to the attention of the Vice President for Student Services.

The Vice President will hold an informal session to which you and the employee concerned are invited. Every attempt will be made to resolve the matter at that level, even if multiple sessions are required. If the problem is not resolved, then the Vice President for Student Services will inform you of the formal appeals procedure and provide you with an appeal form.

The appeal form must be filled out and returned to the Vice President for Student Services within five days. The appeal form must be signed by the student and the employee involved. It should also be signed by the supervisor or supervisors of the employee involved up the chain of command through the appropriate Vice President. Each of these supervisors may propose solutions to the disagreement which, if accepted by both parties, will result in resolution of the problem. Failure to reach agreement at any level in the appeal process will require that the matter be taken up to the next higher level.

Particular attention will be made to ensuring that night students can have access to supervisors who are otherwise available during the day hours only.

If the matter remains unresolved through the level of the appropriate Vice President, then you should return to the Vice President for Student Services who will then turn the matter over to the Student Appeals Committee. This Committee, which is composed of two students, two faculty members, a Student Services employee, and a nonteaching professional who will serve as chairperson, is called together by the Vice President for Student Services. The chairperson will conduct the meeting and render a decision which reflects the popular opinion of the Committee. If further appeal is necessary, then the matter is referred to the President. The decision of the President is final.

When this policy is used to appeal a disciplinary action taken by the Vice President of Student Services in his or her capacity as the College discipline officer, the appeal will go directly to the President whose decision is final.

As stated earlier, a complete copy of this policy is available from the Vice President for Student Services, and you are encouraged to see him or her if you feel that an appeal is necessary.

Grading System

Final grades will be issued at the end of the term to all students. Students will be graded on the achievement of technical skills, ability to work under supervision, interest in work, initiative, and the ability to apply related information. A student who wants to contest a grade must do so within six weeks of the awarding of the grade. A grade cannot be changed after this period without approval by the department chair, division dean, and by the Vice President of Instructional Services.

Students will be graded by the following system:

A	90-100	Excellent academic performance, consistent mastery of facts and concepts, and a thorough understanding of course content.
B	80-89	Good academic performance, high-level mastery of course content.
C	70-79	Average academic performance.
D	60-69	Marginal academic performance, poor mastery of course content.
F	Below 60	Very poor performance, no demonstration of even minimal mastery of course content.
CR	Credit — Articulation, CLEP, Advanced Placement, etc.	
I	Incomplete	
P	Proficiency Credit by Examination	
T	Transfer Credit (External)	
U	Unofficial Withdrawal — Penalty	
W	Official Withdrawal — No Penalty	
X	Continuing	
Y	Audit — See Auditing Courses	

I — Assigned when a student is unable to complete work or take a final examination because of illness or for other reasons over which the student has no control. An “incomplete” must be removed within the first six weeks of the next term. Otherwise, the grade becomes an “F.”

U — Given when the student UNOFFICIALLY WITHDRAWS or is dropped for excessive absences. This is processed as a grade of “F” and will influence the quality point ratio.

W — Given when the student OFFICIALLY WITHDRAWS. This will not influence the quality point ratio.

X — Assigned when a student is unable to complete work during the current semester because of class scheduling over consecutive semesters or at the discretion of the instructor to allow additional time to complete work. A “contract” of conditions for completion and time limit, not to exceed 12 months, will be executed by the

instructor and signed by both the instructor and student. If the terms to remove the grade of "X" are not fulfilled by the end of the contract period, the grade will revert to the average held at the beginning of the contract period including zeros for work not completed.

Privacy of Student Records

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Asheville-Buncombe Technical Community College will not release information concerning its students except for directory information, and as stipulated in paragraph 3 below. Directory Information is defined as:

- | | |
|-------------------------------------|-------------------------|
| a. name | e. major field of study |
| b. address | f. dates of attendance |
| c. telephone number | g. degrees received |
| d. date of birth and place of birth | |

Directory Information will be released to anyone who asks for it, unless the student specifies in writing to Student Records and Registration that this information is to be withheld. In such cases, no directory information will be released.

2. A student over the age of 18 is considered an "eligible student" within the definition of the law and controls who has access to his or her records. A parent of an eligible student does not automatically have access to the student's records. In order for parents to have access to a student's records, beyond directory information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1954. If a parent can prove dependency to Student Records and Registration by showing a copy of the parent's current tax report form or another acceptable report of current dependency, then the parent may have total access to the student's file.

3. Asheville-Buncombe Technical Community College will release a student's educational records without his or her approval only as follows:

- a. to Asheville-Buncombe Technical Community College officials who have legitimate educational interest in the records.
- b. to officials of another college or university in which a student seeks to enroll.
- c. to certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs.
- d. to persons involved in granting financial aid for which the student has applied.
- e. to state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to Nov. 19, 1974.
- f. to testing, research, and accrediting organizations.
- g. in compliance with a court order or lawfully issued subpoena.
- h. in very narrowly defined emergencies affecting the health and safety of the student or other persons.
- i. to parents of eligible students under the provision of paragraph 2 above.

4. For further information concerning the Federal Educational Rights and Privacy Act, a student may contact Student Records and Registration of Asheville-Buncombe Technical Community College.

Adding a Class

A student may add a class to his or her schedule by completing a "**Drop/Add Registration Change Notice**" form in the Student Records and Registration Office. A class may only be added during the first five days of a semester. During Summer Session or mini-mesters, a class may only be added during the first three days of the term.

Dropping/Withdrawing from a Class

In order to officially drop or withdraw from a course without academic penalty, the student must complete the appropriate form and submit it to the Student Records and Registration Office by the deadline.

The student may **drop** classes on his or her own signature through the first 10% of the term. (For full semester classes the 10% point occurs on the eighth day. For mini-mesters the 10% occurs on the fourth day. For Summer Session the 10% occurs on the fifth day.) To drop a course, the student should fill out a **“Drop/Add Registration Change Notice.”** This form can be obtained in the Student Records and Registration Office. In the case of drops, the course(s) will not be included on the transcript.

After the 10% point of the term, a student wishing to **withdraw** from a class must complete a **“Course Withdrawal Registration Change Notice.”** This form must be signed by the instructor and indicate the last day the student attended the class. If the student receives financial aid, the form must also be signed by the Director of Financial Aid. If the student receives veteran’s benefits, the form must also be signed by the Veteran’s Affairs Counselor. **The form must be submitted to the Student Records and Registration Office during the first 75% of the term.** (For full semester classes the 75% point occurs at the end of the 12th week. For mini-mesters it occurs at the end of the sixth week. For Summer Session it occurs in the middle of the seventh week. Deadline dates will be published in the *Student Handbook and Events Calendar* each year.) In the case of a withdrawal, the student will receive a grade of “W,” which will not influence the quality point ratio, but which will appear on the transcript.

Any student who ceases to attend class and does not complete the appropriate Registration Change Notice form and submit it to the Student Records and Registration Office by the 75% point of the term will have a grade of “U” recorded for the class. This is processed as an “F” and will affect the quality point ratio.

Exceptions such as serious illness or job transfer requiring withdrawal from all classes after the 75% point of the term will be considered on an individual basis by the Vice President for Student Services.

A student who has withdrawn from a class may no longer attend the class.

College Withdrawal

Students who withdraw from the college or drop individual courses before the 75% point of the term must complete the procedures and forms through the Student Records and Registration Office. A grade of “W” will be assigned. To withdraw from the college after the 75% point (i.e. drop *all* courses), a student must:

- 1. Obtain a withdrawal form from the Vice President, Student Services.
 - 2. Document valid reason(s) for needing to withdraw.
 - 3. Discuss the need to withdraw with the Vice President, Student Services.
- Students who are approved for late withdrawal from *all* courses will receive grades of “W.”

If an emergency prevents the student from completing the withdrawal process before leaving the campus, the student should call, write or arrange for someone to contact the Vice President, Student Services.

Quality Points

At the end of each semester quality points are assigned in accordance with the following formula. (The minimum grade-point ratio for graduation is 2.00 or an average of grade “C.”)

A	4 quality points per credit hour	F	no quality points
B	3 quality points per credit hour	I	no quality points
C	2 quality points per credit hour	U	no quality points
D	1 quality point per credit hour	W	no quality points

Quality ratings are determined by dividing the total number of quality points by the number of hours attempted (excluding grades of "W"). A ratio of 2.00 indicates that a student has an average of "C."

Grades for Repeated Courses

If a student has a failing grade in a required course, the course must be passed prior to graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

As courses are repeated, the higher grade becomes the official grade. Only a grade of "D" or above can replace an existing grade.

Standards for Academic Progress (Academic Warning, Probation and Suspension Policy)

Asheville-Buncombe Technical Community College has established this policy to:

- provide students with a warning when they fail to meet minimal academic performance standards;
- limit scheduling when a student's academic performance indicates the necessity for intervention;
- provide a means of preventing and/or terminating prolonged failure.

This policy applies to all students, classified and unclassified.

Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension. *GPA will be calculated using the current official grade for each course taken that semester at Asheville-Buncombe Technical Community College.*

I. Academic Warning

Students failing to meet the minimum GPA during any semester will receive an academic warning. The warning will be posted on the grade report for that semester, and the student's advisor will be notified. The warning advises students of their academic status and encourages them to meet with their advisor immediately to examine present academic plans.

II. Probation

Students whose semester GPA falls below 2.0 for two consecutive semesters will be placed on probation, which means the student **will** have restricted scheduling and **must meet with the advisor to do one or more of the following:**

- limit the number of hours attempted;
- schedule preparatory or remedial courses as needed;
- schedule repeat of courses.

III. Suspension

Students whose semester GPA falls below 2.0 for three consecutive semesters will be placed on academic suspension for one semester. This means that those students will not be allowed to register for curriculum courses. Continuing Education courses may still be taken.

IV. Appeals

Academic Suspension may only be appealed through the Vice President for Student Services. Appeals will be considered on the day before classes begin each semester.

V. Reenrollment After Suspension

Students may reenroll after having been suspended for one semester. They must contact the Counseling Department to discuss and develop appropriate plans for their academic success. The counselor will assign the student to a faculty advisor who will

help carry out the plan for academic achievement developed between the student and the Student Services counselor.

Dean's List

1. Only full-time students are eligible for the Dean's List. For the Dean's List, students must be enrolled in an academic program, carrying a minimum of 8 credit hours of curriculum courses numbered 100 or above.
2. Students must have a minimum 3.75 quality point average to qualify for the semester under consideration.
3. Grades of F, I, U, or X will eliminate a student from the Dean's List for that semester. Students receiving credit for a course by examination are not affected.
4. The Dean's List will be compiled by Student Records and Registration, Secretary of Instructional Services, and Department Chairpersons. The draft of candidates will be posted on major bulletin boards for students to review. The Vice President, Instructional Services, will be responsible for final approval and publication.

DEGREES, DIPLOMAS & CERTIFICATES

Degree Programs Defined

Asheville-Buncombe Technical Community College confers an Associate in Arts, Associate in Applied Science, or an Associate in Science. These degrees are conferred in the name of the North Carolina State Board of Community Colleges when all requirements for graduation have been satisfied.

Diploma Programs Defined

Asheville-Buncombe Technical Community College awards a diploma in all one-year vocational curricula. A diploma may be awarded upon completion of the first half of some degree programs. Diplomas are granted in the name of the North Carolina State Board of Community Colleges when all requirements for graduation have been satisfied.

Certificates

Certificates may be issued in the name of the Asheville-Buncombe Technical Community College to students who successfully complete designated short-term programs or course sequences.

NOTE: Records of progress are kept on all students. Progress records are furnished to any student or graduate upon written request.

REQUIREMENTS FOR GRADUATION

The College holds one graduation ceremony each year. This is in August. To graduate with a diploma or degree, students must meet the following minimum requirements:

1. Complete the requirements of a College approved program of study according to the student's official catalog. The official catalog is determined by the student in consultation with the academic advisor and must be a College catalog dated no earlier than 1997-98. The student must document the official catalog selected on the Application for Graduation. The student cannot select a catalog which was in effect prior to admission to his/her program of study.
2. Each course in the program of study must be completed by one of the following methods:
 - a. Take the course at A-B Tech.
 - b. Receive transfer credit.

c. Take an A-B Tech proficiency exam.

At least half of the credit hours in a program of study must be received at this College by taking courses and/or proficiency examinations. Any exception must be approved by the Vice President, Instructional Services.

3. Earn a grade of at least "C" in each course with a major prefix and a minimum average of 2.0 ("C") quality points for the current program. Students completing their program of study with a program grade point average of 4.0 will be graduated with highest honors. Those who have a minimum program GPA of 3.75 will be graduated with high honors and those with a minimum program GPA of 3.50 will be graduated with honors. The student must assume primary responsibility for assuring that all requirements for graduation are met.
4. Submit an application for graduation to Student Records and Registration before the published deadline date. Purchase caps, gowns, and diplomas in June.
5. Be in good standing; fulfill all financial obligations to the College; library clearance is also required.
6. Be present for graduation and attired in the proper academic robe. (Students who cannot attend graduation must submit to the President a written request to be excused two weeks prior to graduation.)

Changing Majors or Adding a Second Major

In order to change majors, or add a second major, the student needs to see a counselor/advisor in Student Services. A change-of-major form indicating the new major or the second major must be completed by the counselor/advisor. The catalog in effect at the time of this declaration will be the catalog for this major. (See Requirements for Graduation.)

CAMPUS SERVICES

LRC. The LRC provides a variety of services. A coin-operated copier and a microfiche/microfilm reader/printers are available. The LRC also provides typewriters and computers free of charge for currently enrolled students and faculty.

Interlibrary loan service is available through computer connections with other libraries. For the convenience of students, a number of routine library functions are now automated. The LRC has electronic indexes and full-text databases, such as SIRS, CINAHL, Academic Abstracts and PROQUEST, as well as an automated catalog to the collection and automated circulation. These services are available during regular operating hours. Individuals with disabilities will be assisted and accommodated by LRC staff.

Dental Clinic. Throughout the year the Allied Dental Department provides oral health services, such as patient education, dental X-rays, cleaning the teeth, nutritional counseling, and sealants. During Spring and Summer semesters limited dental services such as fillings, crowns and partial dentures are also available. A nominal fee is charged for these services. Call the Allied Dental Clinic, ext. 255, for an appointment and approximate charges for services.

Bookstore. A bookstore is operated by the College for the convenience of students and staff members to provide required textbooks and materials. Students should plan to purchase all texts and materials at the beginning of each semester.

Textbook costs vary considerably depending upon the curriculum and semester. Book costs also vary from year to year because of changes in curriculum book prices, texts, and material requirements. Texts and materials will be made available in

alternative accessible formats for individuals with disabilities upon request to the ADA Coordinator.

Child Care. Asheville-Buncombe Technical Community College offers child care services for children of College students. Faculty, staff, and the general public may also apply for the service. The Center, operated by Buncombe County Child Development, is open during daytime hours.

The program accepts children from 2 months to 5 years. Individuals who meet State and Federal income guidelines may apply for financial assistance.

Arrangements can be made by calling either 255-5725 or 255-5111 from 8:30 a.m. to 5:00 p.m. Monday through Friday.

College Closing or Delayed Opening. The College will either be closed or opened on a delayed schedule when inclement weather conditions warrant a decision. Closing or delaying announcements are placed on the switchboard automated attendant and will be made on Asheville radio and television stations and some surrounding community radio stations. Individual announcements are made for the day and evening programs.

Food Services. Food service is available in the Oak Gym/Student Center. Breakfast and lunch meals, including sandwiches, salads, and soups, are prepared daily. Hours of operation are from 7:00 a.m. to 2:00 p.m. Vending machines dispensing soft drinks, coffee, and snacks are located at various locations around campus.

The Culinary Technology and Hotel and Restaurant Management students serve lunch on scheduled Thursdays during fall and spring semesters. See the student newspaper, *Voices*, for times, dates, and reservation information.

Parking Locations. Parking is provided at various locations around campus. Please refer to the campus map located in this catalog for specific sites. Students with disabilities are provided at all locations. Parking areas are lighted during evening hours. Spaces marked with yellow lines are reserved for faculty, staff, disabled persons, and visitors. White-lined spaces are reserved for students.

Honorary Societies. The college is proud to sponsor the Alpha Upsilon Eta Chapter of Phi Theta Kappa Academic Honor Society. Membership is open to any student who has a 3.5 GPA after 24 credits of completed work. Eligible students are welcome to seek more information from the Director of Student Activities in the Oak Student Center.

Recreation Center. A recreation center is located in the Oak Gym/Student Center for those students with spare time and who wish to play coin-operated video games or billiards.

Security. Security personnel are on duty 24 hours a day, seven days a week. Each security officer is certified to respond to medical emergencies.

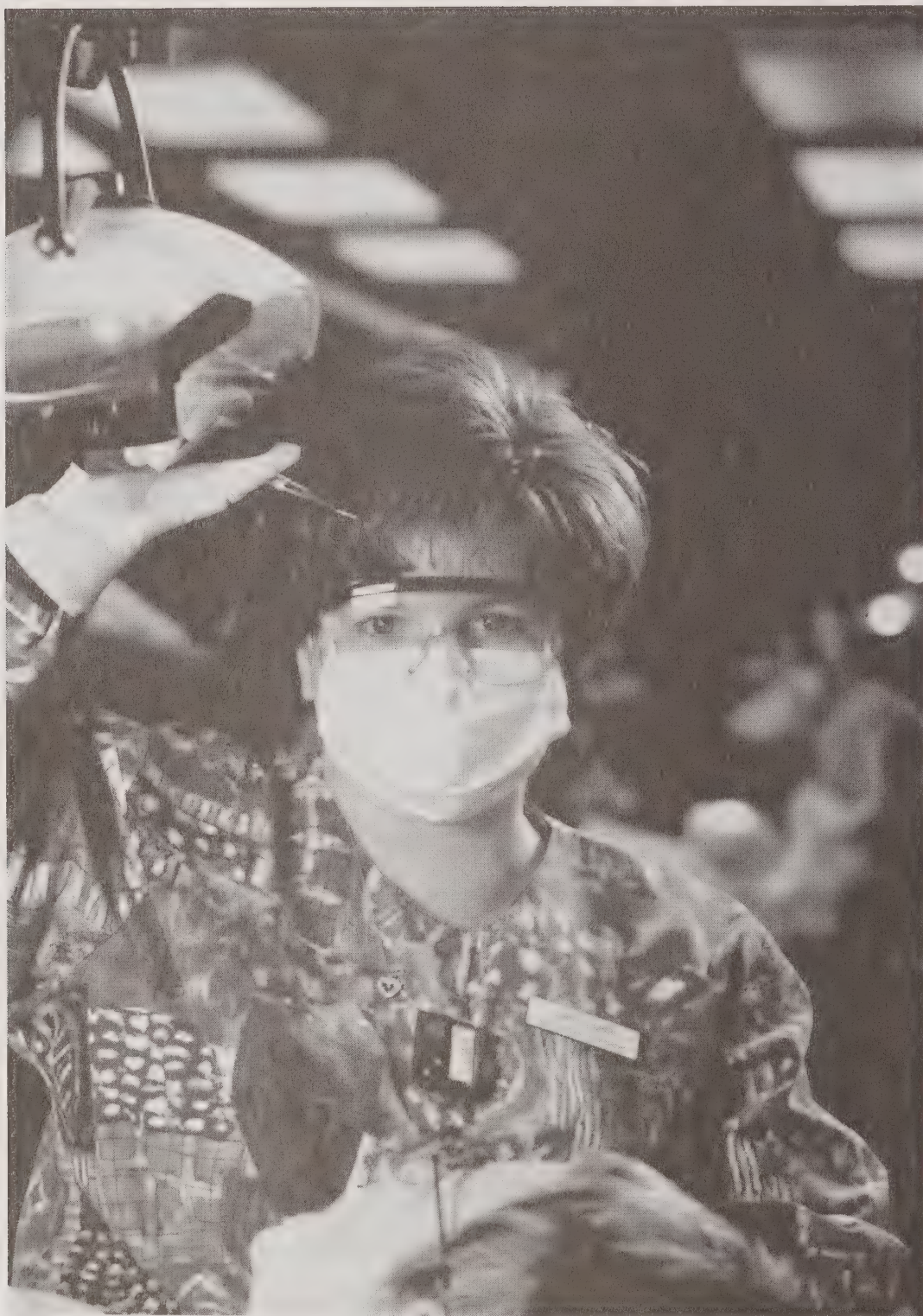
Student Housing. Students are responsible for their own living accommodations. A-B Tech neither approves nor maintains housing facilities. Students who are looking for housing or roommates may check bulletin boards in the Azalea Building or the Oak Gym/Student Center.

Placement Service. No reputable college can guarantee jobs for graduates. However, the College will assist students and alumni in every possible way to obtain suitable employment. The College provides placement service for both full-time and part-time jobs through the Placement Office, which is located in the Oak Gym/Student Center.

CAREER

programs

education



"I'VE ALWAYS BEEN INTERESTED IN THE HEALTH CARE FIELD, BUT I WASN'T SATISFIED WITH MY CURRENT JOB. I FEEL FORTUNATE TO HAVE BEEN ACCEPTED INTO A-B TECH'S DENTAL HYGIENE PROGRAM. I HEARD MANY GOOD THINGS ABOUT THE PROGRAM AND INSTRUCTORS FROM PEOPLE IN THE DENTAL FIELD."

— **Debbie Sigmon, Conover**

ALLIED HEALTH AND PUBLIC SERVICE EDUCATION

	Associate Degree Nursing	Criminal Justice Technology	Dental Assisting
Recommended High School Courses	Algebra II Advanced Biology Composition Courses in Health Occupations Anatomy/Physiology Keyboarding	English courses, particularly those with emphasis on writing skills	Chemistry Advanced Biology Courses in Health Occupations Keyboarding
A-B Tech Entrance Requirements	Chemistry Biology English (4 units) Mathematics (2 units) <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, and Arithmetic Skills, College Board Computerized Placement Tests (CPT). See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, College Board Computerized Placement Tests (CPT).	High school diploma or GED <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, Arithmetic Skills, College Board Computerized Placement Tests (CPT). See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>
Program Schedule	Day Begins Fall	Day/Night Begins Fall. Can take single courses any semester.	Day Begins Fall
Degree	Associate in Applied Science	Associate in Applied Science	Diploma
Employment Opportunities	Hospitals Long Term Care Facilities Clinics Physicians' Offices Industry Community Health Agencies	Law Enforcement Highway Patrol Deputy Sheriff Private Security Magistrate Correctional Officer Surveillance Officer Alcohol Law Enforcement Wildlife Enforcement	V.A. Clinics Health Departments State Clinics Dental Schools Private and Group Practices Clinics

ALLIED HEALTH AND PUBLIC SERVICE EDUCATION

	Dental Hygiene	Early Childhood Associate	Emergency Medical Science
Recommended High School Courses	Anatomy/Physiology Plane Geometry (or Algebra II) Advanced Biology Courses in Health Occupations Keyboarding	Composition Literature Keyboarding Courses in Childcare Occupations	Anatomy, Biology Mathematics Chemistry Composition Courses in Health Occupations Keyboarding
A-B Tech Entrance Requirements	Chemistry, Biology English (4 units) Mathematics (2 units, one must be Algebra) <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, and Arithmetic Skills, College Board Computerized Placement Tests (CPT).</i> <i>See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, and Arithmetic Skills, College Board Computerized Placement Tests (CPT).	Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, Arithmetic Skills, College Board Computerized Placement Tests (CPT). <i>See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>
Program Schedule	Day Begins Fall	Day/Night Enter program at the start of any semester.	Day Begins Fall
Degree	Associate in Applied Science	Associate in Applied Science	Associate in Applied Science
Employment Opportunities	Dental Offices Education Local, State, and Federal Government Agencies Private Industry	Child Care Worker Child Care Assistant Director, Child Care Director, Preschool	Emergency Medical Services Hospitals Urgent Care Clinics Physicians' Offices Private Ambulance Companies

ALLIED HEALTH AND PUBLIC SERVICE EDUCATION

	Medical Laboratory Technology	Phlebotomy	Practical Nursing
Recommended High School Courses	Anatomy Biology Applied Math Geometry (strongly recommended) Keyboarding	High School Transcript or GED	Anatomy/Physiology Advanced Biology English Composition Courses in Health Occupations Keyboarding
A-B Tech Entrance Requirements	Chemistry Biology Algebra I English (4 units) <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT). See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>	Acceptable score on reading placement test.	English (4 units) Mathematics Biology <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, Arithmetic Skills, College Board Computerized Placement Tests (CPT). See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>
Program Schedule	Day Begins Fall	Day Fall Day Spring	Day Begins Fall
Degree	Associate in Applied Science	Certificate	Diploma
Employment Opportunities	Hospitals Emergency Care Clinics Health Departments Physicians' Offices General Clinics	Hospitals Physicians' Offices General Clinics	Hospitals Long-Term Care Facilities Physicians' Offices Industry Community Health Agencies

ALLIED HEALTH AND PUBLIC SERVICE EDUCATION

	Radiography	Social Services
Recommended High School Courses	Anatomy Advanced Biology Applied Math Physics (strongly recommended) Keyboarding	Composition Literature Keyboarding Courses in Sociology Psychology
A-B Tech Entrance Requirements	Biology Algebra I <i>Competitive selection after acceptable scores on Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT). See Selection Criteria and Procedures for Allied Health Programs brochure for full details.</i>	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, and Arithmetic Skills, College Board Computerized Placement Tests (CPT).
Program Schedule	Day Begins Fall	Day/Night Begins Fall
Degree	Associate in Applied Science	Associate in Applied Science
Employment Opportunities	Hospitals Health Departments Physicians' Offices Emergency Care Clinics Industry Imaging Centers	Case Aide Social Service Social Worker Aide

ALLIED HEALTH AND PUBLIC SERVICE EDUCATION

The Allied Health and Public Service Education division offers a variety of programs designed to meet the increasing demand for specialized professionals in the burgeoning health care, child care, and public service industries. The programs in this division present a broad range of career options for individuals desiring a career in a helping profession. The division offers a variety of programs at the Associate in Applied Science degree, diploma, and certificate levels. Some areas of study are offered on a day and evening basis.

In addition to classroom and laboratory instruction, each program emphasizes learning experiences at health and public service settings in the community. This extensive training at clinical, pre-hospital, laboratory, child care, or law enforcement facilities affords students a unique opportunity to develop the specialized skills required for employment in a health or public service profession.

An individual desiring training in a health or public service program should have a background in chemistry, biology, science, mathematics, and social sciences. The applicant to an area of study in this division should become familiar with the selection criteria and application deadlines for the specific program. Persons interested in a health or public service career are advised that professional licensure, certification, or employment may be denied to anyone who has been convicted of a felony or other crime involving moral turpitude.

A.A.S. DEGREE CONFERRED

Associate Degree Nursing
Criminal Justice Technology
Dental Hygiene
Early Childhood Associate
Emergency Medical Science
Medical Laboratory Technology
Radiography
Social Services

DIPLOMA AWARDED

Dental Assisting
Practical Nursing

CERTIFICATE AWARDED

Basic Law Enforcement Training
Early Childhood Associate
Phlebotomy

ASSOCIATE DEGREE NURSING

This curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse’s role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician’s offices, industry, and community agencies.

Admission Requirements

- 1. Final admission to the Associate Degree Nursing program shall be contingent upon documentation of physical and emotional health that would provide evidence that is indicative of the applicant’s ability to provide safe nursing care to the public.
- 2. Current CPR for the Professional Rescuer certification is a prerequisite to admission and must be maintained throughout the program.

ASSOCIATE DEGREE NURSING

Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (BIO, NUR Prefix)	52
Related and General Education	23
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	8
Social Sciences	3
Other	3
PROGRAM TOTAL	75

				Hrs. Per Week			Credit
				Class	Lab	Clinic	Hrs.
First Semester (Fall)							
BIO	168	Anatomy and Physiology I		3	3	0	4
ENG	111	Expository Writing		3	0	0	3
NUR	115	Fundamentals of Nursing		2	3	6	5
NUR	117	Pharmacology		1	3	0	2
NUR	133	Nursing Assessment		<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
				11	12	6	17
Second Semester (Spring)							
BIO	169	Anatomy and Physiology II		3	3	0	4
CIS	110	Introduction to Computers		2	2	0	3
NUR	135	Adult Nursing I		<u>5</u>	<u>3</u>	<u>9</u>	<u>9</u>
				10	8	9	16
Third Semester (Summer)							
NUR	185	Mental Health Nursing		3	0	6	5
NUR	188	Nursing in the Community		1	0	6	3
SOC	215	Group Processes		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				7	0	12	11

Fourth Semester (Fall)

ENG 114	Professional Research and Reporting	3	0	0	3
NUR 125	Maternal-Child Nursing	5	3	6	8
NUR 255	Professional Issues	3	0	0	3
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	3	6	17

Fifth Semester (Spring)

NUR 116	Nursing of Older Adults	2	3	3	4
NUR 235	Adult Nursing II	<u>4</u>	<u>3</u>	<u>15</u>	<u>10</u>
		6	6	18	14

Program Totals	47	29	51	75
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BASIC LAW ENFORCEMENT TRAINING

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs Education and Training Standards Commission.

Specific Entrance Requirements

1. General college admission requirements.
2. Individual must meet the Minimum Standard for Employment Criteria outlined in North Carolina Code Book—General Statute 17-A and Title-12 Chapter 9 North Carolina Administrative Code.
3. Individuals must be sponsored by a North Carolina law enforcement agency. The letter of sponsorship must:
 - a. be signed by the agency head; i.e., Chief or Sheriff.
 - b. include a statement of sponsorship that certifies that the applicant meets the standards for certification as stated in number two above.
 - c. state that a background investigation was conducted.
4. Individuals must submit their sponsorship letter and college application to the Law Enforcement Training Center director at least 15 days prior to the courses scheduled start date. Applicants are accepted on a first-come, first-serve basis. Priority will be given to full-time employees of law enforcement agencies.
5. If accepted into the program, the student must submit completed North Carolina State Forms F-1 and F-2 on the first day of class. These forms are provided by the sponsoring agency and are not available at the College.

BASIC LAW ENFORCEMENT TRAINING
Certificate Program

This program consists of:
One Major Course

Credit Hrs.
18

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
CJC	100	Basic Law Enforcement Training	9	27	18

CRIMINAL JUSTICE TECHNOLOGY

This curriculum is designed to provide practical knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation / parole surveillance officer, correctional officer, and loss prevention specialist.

CRIMINAL JUSTICE TECHNOLOGY Associate in Applied Science Degree

This program consists of:			Credit Hrs.
Major Courses (CJC Prefix)			54
Related and General Education			22
Courses including:			
English/Oral Communications			9
Humanities/Fine Arts			3
Natural Science/Mathematics			3
Social Sciences			3
Other			4
PROGRAM TOTAL			76

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	111	Basic PC Literacy	1	2	2
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	121	Law Enforcement Operations	3	0	3
CJC	231	Constitutional Law	3	0	3
ENG	111	Expository Writing	3	0	3
PED	110	Fit and Well for Life	<u>1</u>	<u>2</u>	<u>2</u>
			14	4	16
Second Semester (Spring)					
CJC	112	Criminology	3	0	3
CJC	132	Court Procedure and Evidence	3	0	3
CJC	151	Introduction to Loss Prevention	3	0	3
CJC	222	Criminalistics	3	0	3
HUM	115	Critical Thinking	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

Third Semester (Summer)

CJC 113	Juvenile Justice	3	0	3
CJC 114	Investigative Photography	1	2	2
CJC 131	Criminal Law	3	0	3
CJC 214	Victimology	3	0	3
ENG 114	Professional Research and Reporting	<u>3</u>	<u>0</u>	<u>3</u>
		13	2	14

Fourth Semester (Fall)

CJC 211	Counseling (or CJC 141)	3	0	3
CJC 213	Substance Abuse	3	0	3
CJC 221	Investigative Principles	3	2	4
PSY 150	General Psychology	3	0	3
SOC 225	Social Diversity	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

Fifth Semester (Spring)

CJC 122	Community Policing	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
CJC 215	Organization and Administration	3	0	3
COM 231	Public Speaking	3	0	3
MAT 115	Mathematical Models (or MAT 161)	<u>2</u>	<u>2</u>	<u>3</u>
		14	2	15

Program Totals	71	10	76
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This program is also offered in the evening schedule. See Evening Programs listing.

DENTAL ASSISTING

This curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates of this program may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As Dental Assistant II's, defined by the Dental Laws of North Carolina, graduates work in dental clinics/offices, and insurance companies.

Specific Entrance Requirements

1. General college admission requirements.
2. Acceptable reports of medical and dental examinations by first day of class.
3. Completion of required immunizations by first day of class, including first two doses of Hepatitis B vaccine.
4. Certification in Community CPR within three months of entering program.

DENTAL ASSISTING Diploma

This program consists of:	Credit Hrs.
Major Courses (DEN Prefix)	37
Related and General Education	11
Courses including:	

English/Oral Communications			3		
Natural Science/Mathematics			3		
Social Science			3		
Other			2		
PROGRAM TOTAL			48		

DENTAL HYGIENE

This curriculum prepares individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Specific Entrance Requirements

1. General college admission requirements.
2. Have high school credit with grade of at least “C” for four units of English, two units of mathematics (one of which must be algebra), one unit of chemistry, and one unit of biology. Science oriented college preparatory courses are recommended.
3. Acceptable reports of medical and dental examinations by the first day of class.
4. Completion of required immunizations by first day of class, including first two doses of Hepatitis B vaccine.

5. Certification in Community CPR within three months of entering program.
6. The North Carolina Board of Dental Examiners may deny license to individuals convicted of a felony or any other crime involving moral turpitude.

DENTAL HYGIENE

Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (DEN Prefix)	49
Related and General Education	25
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	11
Social Sciences	3
Other	2
PROGRAM TOTAL	74

				Hrs. Per Week			Credit
				Class	Lab	Clinic	Hrs.
First Semester (Fall)							
BIO	168	Anatomy and Physiology I		3	3	0	4
DEN	110	Orofacial Anatomy		2	2	0	3
DEN	111	Infection/Hazard Control		2	0	0	2
DEN	112	Dental Radiography		2	3	0	3
DEN	120	Dental Hygiene Preclinic Lecture		2	0	0	2
DEN	121	Dental Hygiene Preclinic Laboratory		<u>0</u>	<u>6</u>	<u>0</u>	<u>2</u>
				11	14	0	16
Second Semester (Spring)							
BIO	169	Anatomy and Physiology II		3	3	0	4
DEN	124	Periodontology		2	0	0	2
DEN	130	Dental Hygiene Theory I		2	0	0	2
DEN	131	Dental Hygiene Clinic I		0	0	9	3
DEN	191	Selected Topics in Dental Hygiene		0	2	0	1
DEN	222	General and Oral Pathology		2	0	0	2
ENG	111	Expository Writing		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				12	5	9	17
Third Semester (Summer)							
BIO	175	General Microbiology		2	2	0	3
CIS	111	Basic PC Literacy		1	2	0	2
DEN	140	Dental Hygiene Theory II		1	0	0	1
DEN	141	Dental Hygiene Clinic II		0	0	6	2
DEN	223	Dental Pharmacology		<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
				6	4	6	10
Fourth Semester (Fall)							
COM	231	Public Speaking		3	0	0	3
DEN	123	Nutrition/Dental Health		2	0	0	2
DEN	220	Dental Hygiene Theory III		2	0	0	2
DEN	221	Dental Hygiene Clinic III		0	0	12	4
DEN	224	Materials and Procedures		1	3	0	2
SOC	240	Social Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				11	3	12	16

Fifth Semester (Spring)

DEN 230	Dental Hygiene Theory IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	4
DEN 232	Community Dental Health	2	0	3	3
DEN 233	Professional Development	2	0	0	2
DEN 292	Selected Topics in Dental Hygiene	2	0	0	2
HUM 115	Critical Thinking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	15	15
Program Totals		50	26	42	74

EARLY CHILDHOOD ASSOCIATE

This curriculum prepares individuals to work with children from infancy through early childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs; preschools; public and private schools; recreational centers; Head Start Programs; and school age programs.

Specific Entrance Requirements

1. General college admission requirements.
2. Acceptable reports of medical examination by the first day of class.
3. Three character/employment references by the first day of class.
4. According to GS 110-91, "No person shall be an operator of nor an employee in a day care facility who has been convicted of a crime involving child neglect, child abuse, or moral turpitude, or who is a habitually excessive user of alcohol or who illegally uses narcotics or other impairing drugs, or who is mentally retarded or mentally ill to an extent that may be injurious to children."

EARLY CHILDHOOD ASSOCIATE
Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (COE, EDU Prefix)	54
Related and General Education	21
Courses including:	
English/Oral Communication	9
Humanities/Fine Arts	3
Natural Science/Mathematics	4
Social Sciences	3
Other	2
PROGRAM TOTAL	75

				Hrs. Per Week			Credit
				Class	Lab	Clinic	Hrs.
First Semester (Fall)							
CIS	111	Basic PC Literacy		1	2	0	2
COM	231	Public Speaking		3	0	0	3
EDU	111	Early Childhood Credential I		2	0	0	2
EDU	131	Child, Family, and Community		3	0	0	3
EDU	144	Child Development I		3	0	0	3
EDU	151	Creative Activities		3	0	0	3
EDU	151A	Creative Activities Lab		<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
				15	4	0	17
Second Semester (Spring)							
COE	111EC	Coop Work Experience		0	0	10	1
COE	115EC	Work Experience Seminar		1	0	0	1
EDU	112	Early Childhood Credential II		2	0	0	2
EDU	145	Child Development II		3	0	0	3
EDU	153	Health, Safety, and Nutrition		3	0	0	3
EDU	153A	Health, Safety, and Nutrition Lab		0	2	0	1
ENG	111	Expository Writing		3	0	0	3
PSY	118	Interpersonal Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				15	2	10	17
Third Semester (Summer)							
BIO	143	Field Biology Minicourse		1	2	0	2
EDU	251	Exploration Activities		3	0	0	3
EDU	251A	Exploration Activities Lab		0	2	0	1
*PSY	150	General Psychology (or **CIS 112)		3	0	0	3
*SOC	213	Sociology of the Family		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			(or **ACC 120)				
				10(8)	4(8)	0	12
Fourth Semester (Fall)							
BIO	226	Local Flora Fall		1	2	0	2
COE	121EC	Work Experience II		0	0	10	1
COE	125EC	Work Experience Seminar		1	0	0	1
EDU	146	Child Guidance		3	0	0	3
EDU	221	Children with Special Needs		3	0	0	3
EDU	261	Early Childhood Administration I		2	0	0	2
EDU	280	Literacy Experiences		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				13	2	10	15
Fifth Semester (Spring)							
COE	131EC	Work Experience III		0	0	10	1
COE	135EC	Work Experience Seminar III		1	0	0	1
EDU	259	Curriculum Planning (or EDU 262)		3	0	0	3
ENG	114	Professional Research and Reporting		3	0	0	3
*PSY	243	Child Psychology (or **BUS 110)		3	0	0	3
HUM		Humanities Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				13	0	10	14
Program Totals				66(64)	12(16)	30	75

Total Credit Hours Required for Degree with the Professional Fundamentals Option
or the Professional Business and Management Option: 75.

Total Credit Hours Required for Certificate: 14.

Required Courses for Certificate Program: EDU 111, EDU 112, EDU 151, EDU 151A, EDU 144, and EDU 146.

The certificate program is also offered in the evening schedule.

** Professional Fundamentals Option*

*** Professional Business and Management Option*

EMERGENCY MEDICAL SCIENCE

This curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program become eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Specific Entrance Requirements

1. General college admission requirements.
2. Must be 18 years of age at the end of the first semester of the program.
3. Current N.C. driver's license.
4. Acceptable reports of medical examinations and immunizations.

EMERGENCY MEDICAL SCIENCE

Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (EMS Prefix)	53
Related and General Education	22
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	8
Social Sciences	3
Other	2
PROGRAM TOTAL	75

				Hrs. Per Week			Credit Hrs.
				Class	Lab	Clinic	
First Semester (Fall)							
BIO	168	Anatomy and Physiology I		3	3	0	4
CIS	111	Basic PC Literacy		1	2	0	2
EMS	110	EMT — Basic		5	3	0	6
EMS	111	Prehospital Environment		2	2	0	3
EMS	150	Vehicle Operations and		<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		EMS Communication					
				12	13	0	17

Second Semester (Spring)

BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 120	Intermediate Interventions	2	3	0	3
EMS 121	EMS Clinical Practicum I	0	0	6	2
EMS 130	Pharmacology I for EMS	1	2	0	2
EMS 131	Advanced Airway Management	1	2	0	2
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	10	6	16

Third Semester (Summer)

EMS 210	Advanced Patient Assessment	2	2	0	3
EMS 220	Cardiology	3	3	0	4
EMS 221	Clinical Practicum II	<u>0</u>	<u>0</u>	<u>9</u>	<u>3</u>
		5	5	9	10

Fourth Semester (Fall)

EMS 140	Rescue Scene Management	1	6	0	3
EMS 231	Clinical Practicum III	0	0	9	3
EMS 250	Advanced Medical Emergencies	2	2	0	3
EMS 260	Advanced Trauma Emergencies	1	3	0	2
ENG 114	Professional Research and Reporting	3	0	0	3
SOC 225	Social Diversity	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	11	9	17

Fifth Semester (Spring)

EMS 235	EMS Management	2	0	0	2
EMS 240	Special Needs Patients	2	0	0	2
EMS 241	Clinical Practicum IV	0	0	9	3
EMS 270	Life Span Emergencies	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
PHI 240	Introduction to Ethics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	5	9	15

Program Totals	47	44	33	75
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EMERGENCY MEDICAL SCIENCE BRIDGE PROGRAM

The Emergency Medical Science Bridge Program is designed to allow currently certified non-degree paramedics to earn an Associate in Applied Science (A.A.S.) degree in Emergency Medical Science. Paramedics enrolled in the bridge program must complete the EMS Bridge, Rescue Scene Management, EMS Management, Emergency Vehicles and EMS Communications, and EMS Capstone courses along with all related and general education course requirements for the EMS degree.

Specific Entrance Requirements

- General college admission requirements.
 - Complete application for admission.
 - Successfully complete College Placement Test.
 - High School transcript or GED scores on file with admissions office.
 - Official transcript of any prior college credit on file with admissions office.
- Possess current North Carolina driver's license.
- Complete interview with EMS Department faculty.
- At least 4,000 hours of patient contact at the paramedic level as evidenced by the signature of the director of the EMS agency with which the paramedic is affiliated and the medical director of the ALS system with which the paramedic is affiliated.

5. Current EMT-Paramedic certification.* (A copy of the paramedic education program transcript must be on file in the EMS Department.)
6. Current Basic Cardiac Life Support certification.*
7. Current Advanced Cardiac Life Support certification.*
8. Current Basic Trauma Life Support certification.*
9. Current Pediatric Advanced Life Support certification.*

* Copies of all current certifications must be on file in the EMS Department.

The above certifications and experience (4-9) will provide 41 hours of proficiency credit toward the A.A.S. degree and will count toward the A-B Tech residency requirement. These 41 hours represent the major area (EMS) courses required for EMT-Basic, EMT-Intermediate, and Paramedic certification that are not required as part of the EMS Bridge Program.

EMERGENCY MEDICAL SCIENCE BRIDGE PROGRAM

Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (EMS Prefix)	53
Related and General Education	22
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	8
Social Sciences	3
Other	2
 PROGRAM TOTAL	 75

			Hrs. Per Week			Credit
			Class	Lab	Clinic	Hrs.
First Semester (Fall)						
BIO	168	Human Anatomy and Physiology I	3	3	0	4
CIS	111	Introduction to Microcomputers	1	2	0	2
EMS	150	Emergency Vehicles and EMS Communications	1	3	0	2
EMS	280	EMS Bridge Course	2	2	0	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	10	0	14
Second Semester (Spring)						
BIO	169	Human Anatomy and Physiology II	3	3	0	4
EMS	140	Rescue Scene Management	1	6	0	3
EMS	235	EMS Management	2	0	0	2
EMS	285	EMS Capstone	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
			7	12	0	11
Third Semester (Summer)						
ENG	114	Professional Research	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
SOC	225	Social Diversity	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9
Program Totals			26	22	0	34*

* At least 25% of required credit hours (19 credit hours) must be earned at A-B Tech.

MEDICAL LABORATORY TECHNOLOGY

This curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry and research facilities.

Specific Entrance Requirements

- 1. General college admission requirements.
- 2. High School units:
 - a. Chemistry and algebra required. (Not required for CLA students.)
 - b. Biology and geometry strongly recommended.
- 3. Three character references. (Not required for CLA students.)
- 4. Acceptable reports of medical examinations by first day of Practicum MLT 252. (Not required for CLA students.)
- 5. Completion of required immunizations including one dose of Hepatitis B vaccine. (Not required for CLA students.)
- 6. **CLA-MLT Transition:** Students who have CLA status and are entering the MLT program to earn the Associate in Applied Science Degree will be given credit for all MLT courses except MLT 210. These students must take all other courses in the program and meet the stated requirements for graduation.

MEDICAL LABORATORY TECHNOLOGY Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (BIO, CHM, MLT Prefix)	56
Related and General Education	20
Courses including:	
English/Oral Communications	9
Humanities/Fine Arts	3
Natural Science/Mathematics	3
Social Sciences	3
Other	2
PROGRAM TOTAL	76

				Hrs. Per Week			Credit Hrs.
				Class	Lab	Clinic	
First Semester (Fall)							
BIO	163	Basic Anatomy and Physiology		4	2	0	5
CHM	130	General, Organic and Biochemistry		3	0	0	3
CHM	130A	General, Organic and Biochemistry Lab		0	2	0	1
ENG	111	Expository Writing		3	0	0	3
MLT	110	Introduction to MLT		2	3	0	3
MLT	140	Introduction to Microbiology		<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
				14	10	0	18

Second Semester (Spring)

MLT 120	Hematology/Hemostasis	3	3	0	4
MLT 126	Immunology and Serology	1	2	0	2
MLT 130	Clinical Chemistry	3	3	0	4
MLT 240	Special Clinical Microbiology	2	3	0	3
PHI 240	Introduction to Ethics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	11	0	16

Third Semester (Summer)

COM 231	Public Speaking	3	0	0	3
MLT 111	Urinalysis and Body Fluids	1	3	0	2
MLT 127	Transfusion Medicine	2	3	0	3
MLT 252	MLT Practicum I	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
		6	6	6	10

Fourth Semester (Fall)

CIS 111	Basic PC Literacy	1	2	0	2
MAT 151	Statistics I	3	0	0	3
MLT 254	MLT Practicum I (or MLT 210)	0	0	12	4
MLT 255	MLT Practicum I	0	0	15	5
MLT 261	MLT Practicum II	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		4	2	30	15

Fifth Semester (Spring)

ENG 114	Professional Research and Reporting	3	0	0	3
MLT 215	Professional Issues	1	0	0	1
MLT 265	MLT Practicum II	0	0	15	5
MLT 275	MLT Practicum III	0	0	15	5
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	0	30	17

Program Totals

43	29	66	76
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PHLEBOTOMY

This curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings, and may be eligible to test for national certification as phlebotomy technicians.

Specific Entrance Requirements

- General college admission requirements (see Selection Criteria and Procedures for Allied Health Programs brochure).
 - Application
 - High school transcript
 - Acceptable reading score on placement test
- Acceptable reports of medical examinations by first day of class.
- Completion of required immunizations including one dose of Hepatitis B vaccine.

PHLEBOTOMY Certificate

				Hrs. Per Week			Credit
				Class	Lab	Clinic	Hrs.
Program offered Fall or Spring							
PBT	100	Phlebotomy Technology		5	2	0	6
PBT	101	Phlebotomy Practicum		0	0	9	3
PSY	101	Applied Psychology (or PSY 118)		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Program Totals				8	2	9	12

PRACTICAL NURSING

This curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Practical Nurse. Employment opportunities include hospitals, rehabilitation facilities, long term care facilities, clinics, physician's offices, and home health agencies.

Admission Requirements

1. Final admission to the Practical Nursing program shall be contingent upon documentation of physical and emotional health that would provide evidence that is indicative of the applicant's ability to provide safe nursing care to the public.

2. Current CPR for the Professional Rescuer certification is a prerequisite to admission and must be maintained throughout the program.

PRACTICAL NURSING Diploma

This program consists of:	Credit Hrs.
Major Courses (BIO, NUR Prefix)	41
Related and General Education	6
Courses including:	
English/Oral Communications	3
Other	3
PROGRAM TOTAL	47

				Hrs. Per Week			Credit
				Class	Lab	Clinic	Hrs.
First Semester (Fall)							
BIO	163	Basic Anatomy and Physiology		4	2	0	5
NUR	101	Practical Nursing I		7	6	6	11
PSY	110	Life Span Development		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				14	8	6	19
Second Semester (Spring)							
CIS	110	Introduction to Computers		2	2	0	3
NUR	102	Practical Nursing II		<u>8</u>	<u>0</u>	<u>12</u>	<u>12</u>
				10	2	12	15

Third Semester (Summer)

ENG 102	Applied Communications II	3	0	0	3
NUR 103	Practical Nursing III	<u>6</u>	<u>0</u>	<u>12</u>	<u>10</u>
		9	0	12	13
Program Totals		33	10	30	47

**PRACTICAL NURSING / ASSOCIATE
DEGREE — NURSING BRIDGE PROGRAM**

Admission Requirements

- 1. Final admission to the Associate Degree Nursing program shall be contingent upon documentation of physical and emotional health that would provide evidence that is indicative of the applicant’s ability to provide safe nursing care to the public.
- 2. Current CPR for the Professional Rescuer certification is a prerequisite to admission and must be maintained throughout the program.

This program consists of:	Credit Hrs.
Major Courses (BIO, NUR Prefix)	52
Related and General Education	23
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	8
Social Sciences	3
Other	3
PROGRAM TOTAL	75

		Hrs. Per Week			Credit Hrs.
		Class	Lab	Clinic	
Second Semester (Spring)					
NUR 133	Nursing Assessment	2	3	0	3
NUR 189	Nursing Transition	1	3	0	2
SOC 215	Group Processes	3	0	0	3
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	6	0	11
Third Semester (Summer)					
NUR 185	Mental Health Nursing	3	0	6	5
NUR 188	Nursing in the Community	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		4	0	12	8
Fourth Semester (Fall)					
ENG 114	Professional Research and Reporting	3	0	0	3
NUR 125	Maternal-Child Nursing	5	3	6	8
NUR 255	Professional Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	3	6	14
Fifth Semester (Spring)					
NUR 116	Nursing of Older Adults	2	3	3	4
NUR 235	Adult Nursing II	<u>4</u>	<u>3</u>	<u>15</u>	<u>10</u>
		6	6	18	14
Program Totals		30	15	36	47*

Licensed Practical Nurses in the bridge program will receive credit for NUR 115 Fundamentals of Nursing, NUR 117 Pharmacology, and NUR 135 Adult Nursing I upon successful completion of NUR 189 Nursing Transition.

Licensed Practical Nurses in the Bridge Program must complete all general education courses required in the generic Associate Degree Nursing program prior to application deadline. These courses include: BIO 168, BIO 169, CIS 111, and ENG 111.

*Licensed Practical Nurses completing BIO 168, BIO 169, CIS 110, and ENG 111 and receiving credit for NUR 115, NUR 117, and NUR 135 will have 30 credit hours applied toward their Associate Degree Program.

RADIOGRAPHY

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Specific Entrance Requirements

1. General college admission requirements.
2. High school biology and one unit of high school algebra.
3. Keyboarding skills are highly recommended.
4. Satisfactory completion of medical examination and reports of immunization within 90 days before beginning major area classes.
5. Either first dose of Hepatitis B vaccine or completion of series.
6. Documentation of current CPR certification for the Professional Rescuer which must be kept current throughout the length of the program.
7. Completion of a 12-hour observation in the radiology department at one of the clinical affiliates. Details are available in the Admissions Office.
8. Completion of all requirements for radiography published in the current admissions criteria for Allied Health which is available in the admissions office.

Notice

Candidates for certification from the American Registry of Radiologic Technologists (ARRT) must comply with the "Rules of Ethics" contained in the *ARRT Standards of Ethics*. Any conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations must be investigated by the ARRT in order to determine eligibility for the certification examination. Additional information may be obtained from the department chairperson.

RADIOGRAPHY

Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (RAD Prefix)	53
Related and General Education	23
Courses including:	
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	5
Social Sciences	3
Other	6
 PROGRAM TOTAL	 76

					Hrs. Per Week			Credit Hrs.
					Class	Lab	Clinic	
First Semester (Fall)								
BIO	163	Basic Anatomy and Physiology			4	2	0	5
ENG	111	Expository Writing			3	0	0	3
RAD	110	Radiography Introduction and Patient Care			2	3	0	3
RAD	111	RAD Procedures I			3	3	0	4
RAD	151	RAD Clinical Education I			0	0	6	2
RAD	182	RAD Clinical Elective			<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
					12	8	12	19
Second Semester (Spring)								
CIS	110	Introduction to Computers			2	2	0	3
COM	231	Public Speaking			3	0	0	3
RAD	112	RAD Procedures II			3	3	0	4
RAD	121	Radiographic Imaging I			2	3	0	3
RAD	161	RAD Clinical Education II			<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
					10	8	15	18
Third Semester (Summer)								
RAD	122	Radiographic Imaging II			1	3	0	2
RAD	131	Radiographic Physics I			1	3	0	2
RAD	171	RAD Clinical Education III			<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
					2	6	12	8
Fourth Semester (Fall)								
PSY	118	Interpersonal Psychology			3	0	0	3
RAD	211	RAD Procedures III			2	3	0	3
RAD	231	Radiographic Physics II			1	3	0	2
RAD	241	Radiation Protection			2	0	0	2
RAD	251	RAD Clinical Education IV			<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
					8	6	21	17
Fifth Semester (Spring)								
PHI	240	Introduction to Ethics			3	0	0	3
RAD	245	Radiographic Analysis			2	3	0	3
RAD	261	RAD Clinical Education V			0	0	21	7
RAD	291	Selected Topics in Radiography			<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
					5	6	21	14
Program Totals					37	34	81	76

SOCIAL SERVICES

The Human Services Technology/Social Services Concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Specific Entrance Requirements

- 1. General college admission requirements.
- 2. Acceptable reports of medical examinations and immunizations by the end of the first semester of enrollment in the Social Services program.
- 3. Three character/employment references by the end of the first semester of enrollment in this program.

HUMAN SERVICES TECHNOLOGY —
SOCIAL SERVICES
Associate in Applied Science Degree

This program consists of:				Credit Hrs.
Major Courses (COE, HSE, SAB, SWK Prefix)				53
Related and General Education				
Courses Including:				17
English/Oral Communications				6
Humanities/Fine Arts				3
Natural Sciences/Mathematics				3
Social Science				3
Other				2
PROGRAM TOTAL				70
				Credit
				Hrs.

Third Semester (Summer)

ENG 114	Professional Research and Reporting	3	0	0	3
HSE 220	Case Management	2	2	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SWK 113	Working with Diversity	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15

Fourth Semester (Fall)

COE 111SS	Co-op Work Experience I	0	0	10	1
COE 115SS	Work Experience Seminar I	1	0	0	1
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SWK 214	Social Work Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	2	10	14

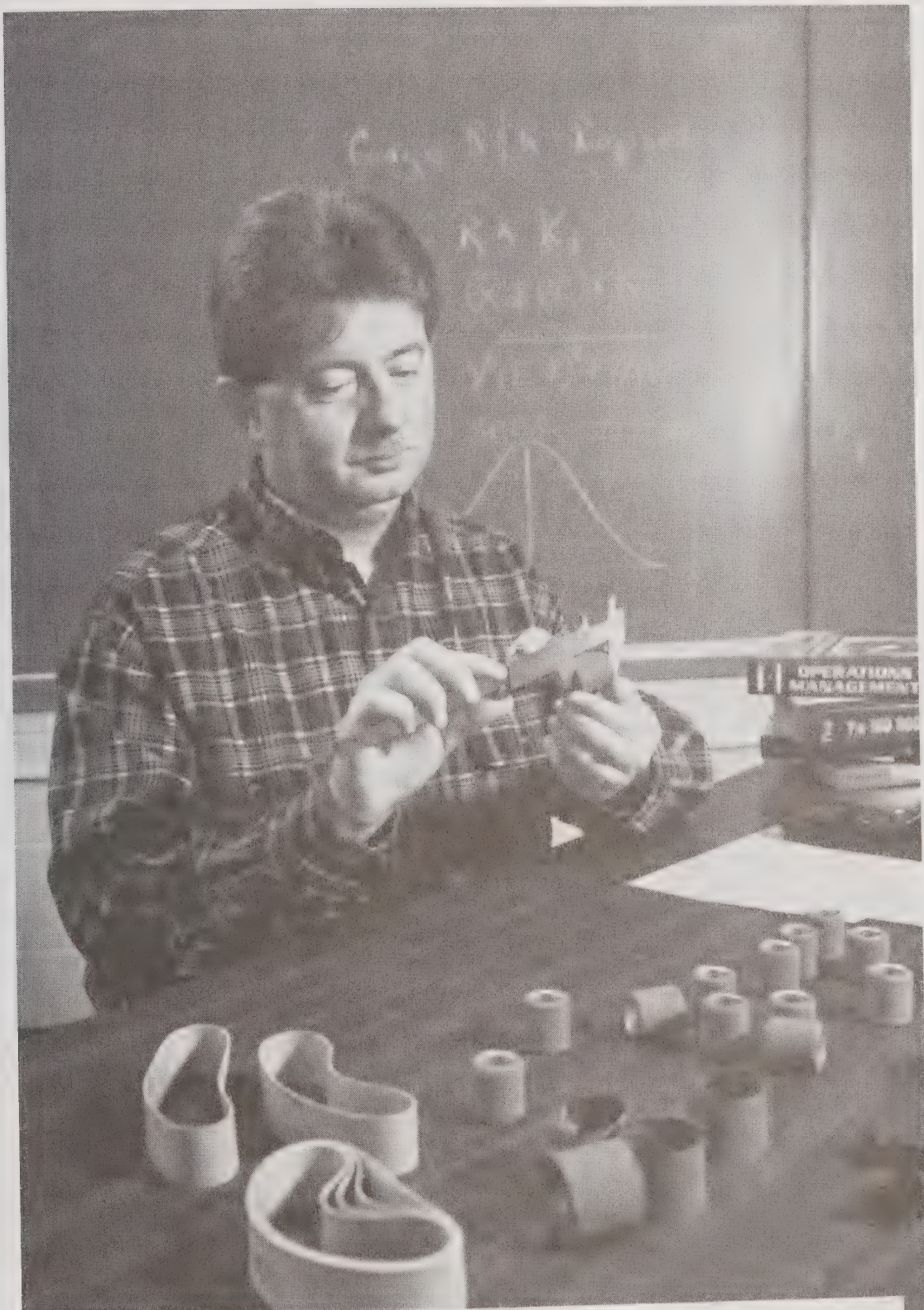
Fifth Semester (Spring)

COE 121SS	Co-op Work Experience II	0	0	10	1
COE 125SS	Work Experience Seminar II	1	0	0	1
DDT 110	Developmental Disabilities	3	0	0	3
HSE 210	Human Services Issues	2	0	0	2
SAB 110	Substance Abuse Overview	3	0	0	3
SWK 220	Social Work in Client Services	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	10	13

Program Totals	61	16	20	71
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This program is also offered in the evening schedule. See Evening Programs listing.

BUSINESS & HOSPITALITY education



"I CHOSE A-B TECH BECAUSE I WANTED A QUALITY EDUCATION AND NEEDED THE FLEXIBILITY TO TAKE EITHER DAY OR NIGHT CLASSES. I ALSO LIKED THE FACT THAT CREDIT HOURS I EARN HERE WILL TRANSFER INTO FOUR-YEAR PROGRAMS. A LOT OF REAL WORLD TYPE INSTRUCTION HAS BEEN BENEFICIAL TO ME IN ON-THE-JOB SITUATIONS."

— Gary Massey, Weaverville

BUSINESS AND HOSPITALITY EDUCATION

	Accounting*	Business Administration*	Computer Programming
Recommended High School Courses	Keyboarding Accounting English Business electives Algebra	Keyboarding Accounting Plus any other Business electives	Keyboarding Computer Applications Algebra English
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall. Can take single courses any semester.	Day/Night Begins Fall. Can take single courses any semester.	Day/Night. Begins Fall. Night begins in even years only. Can take single courses any semester.
Degree	Associate in Applied Science	Associate in Applied Science	Associate in Applied Science
Employment Opportunities	Accountant Estimator Bookkeeper I	Purchasing Agent Sales Manager General Supervisor Operations Officer Loan Officer	Computer Operator Programmer

*Tech Prep agreements with regional high schools.

BUSINESS AND HOSPITALITY EDUCATION

	Culinary Technology	Hotel and Restaurant Management*	Information Systems
Recommended High School Courses	Computer Applications Keyboarding Algebra English Nutrition Food Services	Computer Applications Keyboarding Algebra Oral Communication English Food Services Accounting Marketing	Keyboarding Computer Applications Algebra English
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).
Program Schedule	Day Begins Fall. Can take single courses any semester.	Day Begins Fall. Can take single courses any semester.	Day/Night. Begins Fall. Night begins in even years only. Can take single courses any semester.
Degree	Associate in Applied Science	Associate in Applied Science	Associate in Applied Science
Employment Opportunities	Saute Chef Grill Chef Gardemanger Chef Soup/Sauce Chef Kitchen Manager Catering/Banquet Mgr. Dining Room Manager Food/Beverage Mgr. Purchasing Agent Steward Food, Beverage and Equipment Purveyor	Catering Manager Management Trainee Restaurant Mgr. Director of Food Services Reservations Mgr. Front Office Mgr. Country Club Mgr. Food/Beverage Mgr.	PC Support Network Support

*Tech Prep agreements with regional high schools.

BUSINESS AND HOSPITALITY EDUCATION

	Marketing and Retailing*	Medical Transcription	Office Systems Technology*
Recommended High School Courses	Keyboarding Accounting Plus any other Business electives	Advanced Keyboarding Computer Applications Courses in Health Occupations Anatomy/Physiology	Keyboarding Computer Applications Accounting Plus any other Business electives
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall. Can take single courses any semester.	Day/Night Begins Fall (even years). Can take single courses any semester.	Day/Night Begins Fall (even years). Can take single courses any semester.
Degree	Associate in Applied Science	Diploma	Associate in Applied Science or Diploma
Employment Opportunities	Assistant Mgr. Department Mgr. Sales Representative Salesperson Retail Buyer	Medical Transcriptionist in Medical Office, Critical Care Facility, or for Transcription Service Provider	Administrative Asst. Office Manager Word Processor Info. Processing Specialist Administrative Support

**Tech Prep agreements with regional high schools.*

BUSINESS AND HOSPITALITY EDUCATION

	Operations Management
Recommended High School Courses	Keyboarding Accounting Algebra Plus any other Business electives
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall. Can take single courses any semester.
Degree	Associate in Applied Science
Employment Opportunities	Front Line Supervision Team Leadership Operations Planning Quality Assurance Manufacturing Management

BUSINESS AND HOSPITALITY EDUCATION

The Business and Hospitality Education Division provides technical postsecondary education in the academic departments of Hospitality Education, Business Administration and Computer Technologies. Programs of study are specifically designed to provide students with necessary job skills to meet the personnel needs of local employers. All programs emphasize the mastery of analytical and technology-related skills. Business and Hospitality faculty work in partnership with local employers and program advisory committees to provide students with an appropriate foundation of theoretical and hands-on experiences. Day and evening classes are available for most programs.

Objectives of Business and Hospitality Programs

1. To provide students with the necessary skills to compete in local business or hospitality job markets while gaining an appreciation for global economic trends.
2. To provide students with a challenging and rigorous program of study emphasizing oral and written communication skills along with analytical, computational, and technological proficiency.
3. To provide an interactive partnership between students, employers and faculty through a variety of methods including cooperative work experiences, guest lecturers, field trips, and advisory committee input.
4. To invest in the human capital of Buncombe and Madison counties and contribute to the economic development of the business and hospitality community.

A.A.S. DEGREE CONFERRED

Accounting
Business Administration
Computer Programming
Culinary Technology
Hotel and Restaurant Management
Information Systems
Marketing and Retailing
Office Systems Technology
Operations Management

All degree programs in the Division of Business and Hospitality Education are five semesters in duration and will require from twenty to thirty hours per week of course work. If a student elects to enroll in the Business and Hospitality Division through the Evening program, the time required for completion will be extended.

DIPLOMA AWARDED

Medical Transcription
Office Systems Technology

CERTIFICATE AWARDED

Quality Technology
Real Estate
Real Estate Appraisal

ACCOUNTING

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

ACCOUNTING Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (ACC, BUS, ECO, MKT Prefix)	57
Related and General Education	18
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Other	6
PROGRAM TOTAL	75

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>
		10	6	13
Second Semester (Spring)				
ACC 121	Principles of Accounting II	3	2	4
BUS 137	Principles of Management	3	0	3
CIS 120	Spreadsheet I	2	2	3
ENG 114	Professional Research and Reporting	3	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16
Third Semester (Summer)				
ACC 125	Mathematics of Finance	3	0	3
ACC 150	Computerized General Ledger	1	2	2
BUS 115	Business Law I	3	0	3
COM 231	Public Speaking	3	0	3
ECO 251	Principles of Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		13	2	14

Fourth Semester (Fall)

ACC 129	Individual Income Taxes	2	2	3
ACC 220	Intermediate Accounting I	3	2	4
ACC 225	Cost Accounting	3	0	3
BUS 225	Business Finance	2	2	3
ECO 252	Principles of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16

Fifth Semester (Spring)

ACC 130	Business Income Taxes	2	2	3
ACC 221	Intermediate Accounting II	3	2	4
ACC 240	Government and Not-for-Profit Accounting	3	0	3
ACC 269	Auditing	3	0	3
BUS 147	Business Insurance	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16

Program Totals	64	22	75
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This program is also offered in the evening schedule. See Evening Programs listing.

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

BUSINESS ADMINISTRATION
Associate in Applied Science

This Program Consists of:	Credit Hrs.
Major Courses (ACC, BUS, ECO, ISC, MKT Prefix)	55
Related and General Education	20
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Other	8
PROGRAM TOTAL	75

			Hrs. Per Week	Credit
			Class	Hrs.
			Lab	
First Semester (Fall)				
ACC	120	Principles of Accounting I	3	4
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	2	3
ENG	111	Expository Writing	3	3
MAT	115	Mathematical Models	<u>2</u>	<u>3</u>
			13	16
Second Semester (Spring)				
ACC	121	Principles of Accounting II	3	4
BUS	137	Principles of Management	3	3
ENG	114	Professional Research and Reporting	3	3
MKT	120	Principles of Marketing	3	3
OST	136	Word Processing	<u>1</u>	<u>2</u>
			13	15
Third Semester (Summer)				
ACC	125	Mathematics of Finance	3	3
BUS	115	Business Law I	3	3
ECO	251	Principles of Microeconomics	3	3
		Related Elective*	3	3
		Related Elective*	<u>3</u>	<u>3</u>
			15	15
Fourth Semester (Fall)				
BUS	135	Principles of Supervision	3	3
BUS	225	Business Finance	2	3
CIS	120	Spreadsheet I	2	3
ECO	252	Principles of Macroeconomics	3	3
		Related Elective*	<u>3</u>	<u>3</u>
			13	15
Fifth Semester (Spring)				
ACC	129	Individual Income Taxes	2	3
BUS	147	Business Insurance	3	3
BUS	230	Small Business Management	3	3
BUS	239	Business Applications Seminar	1	2
COM	231	Public Speaking	<u>3</u>	<u>3</u>
			12	14
Program Totals			66	18
				75

*Approved Related Electives:

ACC	225	Cost Accounting	ISC	131	Quality Management
BUS	116	Business Law II	MKT	121	Retailing
BUS	153	Human Resources	MKT	123	Fundamentals of Selling
		Management	MKT	220	Advertising and Sales
BUS	240	Business Ethics			Promotion
BUS	260	Business Communication	MKT	221	Consumer Behavior
BUS	270	Professional Development	MKT	224	International Marketing

This program is also offered in the evening schedule. See Evening Programs listing.

COMPUTER PROGRAMMING

This curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

COMPUTER PROGRAMMING Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (CIS, COE, CSC, NET Prefix)	54
Related and General Education	19
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
Other	4
PROGRAM TOTAL	73

			Hrs. Per Week	Credit
			Class	Hrs.
First Semester (Fall)				
ACC	120	Principles of Accounting I	3	4
CIS	110	Introduction to Computers	2	3
CIS	115	Introduction to Programming and Logic	2	3
ENG	111	Expository Writing	3	3
MAT	121	Algebra/Trigonometry I	<u>2</u>	<u>3</u>
			12	16
Second Semester (Spring)				
CIS	130	Survey of Operating Systems	2	3
CIS	152	Database Concepts and Applications	2	3
CIS	244	Operating Systems — AS/400	2	3
NET	110	Data Communications and Networking	2	3
		Programming Elective*	<u>2</u>	<u>3</u>
			10	15
Third Semester (Summer)				
COM	231	Public Speaking	3	3
CSC	134	C++ Programming	2	3
		Advanced Programming Elective*	2	3
		Programming Elective*	<u>2</u>	<u>3</u>
			9	12

Fourth Semester (Fall)

CIS 148	Operating Systems — Windows NT	2	2	3
CIS 215	Hardware Installation and Maintenance	2	3	3
CIS 286	Systems Analysis and Design	3	0	3
CSC 143	Object-Oriented Programming	2	3	3
	Advanced Programming Elective*	<u>2</u>	<u>3</u>	<u>3</u>
		11	11	15

Fifth Semester (Spring)

CIS 163	Programming Interfaces Internet	2	2	3
CSC 293	Selected Topics in Computer Programming	1	4	3
HUM	Humanities Elective	3	0	3
PSY 150	General Psychology	3	0	3
	Major Elective*	<u>2</u>	<u>3</u>	<u>3</u>
		11	9	15

Program Totals

53 50 73

*Programming Elective: Select two from CSC 135, CSC 138, CSC 139.

*Advanced Programming Elective: Select two from CSC 235, CSC 238, CSC 239.

*Major Elective: Select one from CIS 157, CIS 216, CIS 217, CIS 226, CIS 245, CIS 246, COE 211 IS, COE 212 IS, COE 213 IS, COE 215 IS, NET 120.

This program is also offered in the evening schedule. See Evening Programs listing.

CULINARY TECHNOLOGY

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasizing practical application, a strong theoretical knowledge base, and professionalism, provide the critical competencies to successfully meet industry demands. Courses include sanitation, food/beverage service and control, baking, garde-manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions, such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous chef, executive chef, or food service manager.

CULINARY TECHNOLOGY

Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (COE, CUL, HRM, NUT Prefixed Courses)	58
Related and General Education	18
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
Other	3

PROGRAM TOTAL

76

			Hrs. Per Week			Credit
			Class	Lab	Work	Hrs.
First Semester (Fall)						
CIS	110	Introduction to Computers	2	2	0	3
CUL	110	Sanitation and Safety	2	0	0	2
CUL	110A	Sanitation and Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	150	Food Science	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			12	14	0	19
Second Semester (Spring)						
CUL	120	Purchasing	2	0	0	2
CUL	160	Baking I	1	4	0	3
CUL	170	Gardemanger I	1	4	0	3
CUL	240	Advanced Culinary Skills	1	8	0	5
HRM	220	Food and Beverage Controls	3	0	0	3
NUT	110	Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	16	0	19
Third Semester (Summer)						
COE	113CU	Co-op Work Experience	0	0	30	3
Fourth Semester (Fall)						
COM	231	Public Speaking	3	0	0	3
CUL	130	Menu Design	2	0	0	2
CUL	180	International/American Regional Cuisine	1	8	0	5
CUL	260	Baking II (or CUL 280)	1	4	0	3
CUL	270	Gardemanger II	1	4	0	3
HRM	145	Hospitality Supervision	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	16	0	19
Fifth Semester (Spring)						
CUL	135	Food and Beverage Service	2	0	0	2
CUL	135A	Food and Beverage Service Lab	0	2	0	1
CUL	250	Classical Cuisine	1	8	0	5
HRM	225	Beverage Management	2	0	0	2
HUM		Humanities Elective	3	0	0	3
PSY	118	Interpersonal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	10	0	16
Program Totals			45	56	30	76

HOTEL AND RESTAURANT MANAGEMENT

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, guest services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging, including front office, reservations, housekeeping, purchasing, dining room, and marketing. Opportunities are also available in the support areas of food and equipment sales.

MOUNTAIN TECH LODGE

An on-campus motor lodge, Mountain Tech Lodge, operated and maintained by the Hotel and Restaurant Management students, provides practical experience under the direction of College faculty.

HOTEL AND RESTAURANT MANAGEMENT Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (ACC, COE, CUL, HRM, TAT Prefix)	56
Related and General Education	18
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
Other	3
PROGRAM TOTAL	74

			Hrs. Per Week			Credit
			Class	Lab	Work	Hrs.
First Semester (Fall)						
CIS	110	Introduction to Computers	2	2	0	3
CUL	110	Sanitation and Safety	2	0	0	2
CUL	140	Basic Culinary Skills	2	6	0	5
HRM	110	Introduction to Hospitality	2	0	0	2
HRM	192	Selected Topics in				
		Dining Room Management	1	2	0	2
MAT	115	Mathematical Models	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			11	12	0	17

Second Semester (Spring)

ACC 175	Hotel and Restaurant Accounting	3	2	0	4
CUL 135	Food and Beverage Service	2	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	1
HRM 120	Front Office	3	0	0	3
HRM 120A	Front Office Lab	0	2	0	1
HRM 220	Food and Beverage Controls	3	0	0	3
TAT 110	Introduction to Travel and Tourism	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	6	0	17

Third Semester (Summer)

COE 113HR	Co-op Work Experience	0	0	30	3
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Fourth Semester (Fall)

CUL 130	Menu Design	2	0	0	2
ENG 111	Expository Writing	3	0	0	3
HRM 135	Facilities Management	2	0	0	2
HRM 145	Hospitality Supervision	3	0	0	3
HRM 215	Restaurant Management	3	0	0	3
HRM 215A	Restaurant Management Lab	0	2	0	1
HRM 225	Beverage Management	2	0	0	2
HRM 240	Hospitality Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	2	0	19

Fifth Semester (Spring)

COM 231	Public Speaking	3	0	0	3
HRM 140	Hospitality Tourism Law	3	0	0	3
HRM 210	Meetings and Conventions	3	0	0	3
HRM 280	Hospitality Management Problems	3	0	0	3
HUM	Humanities Elective	3	0	0	3
PSY 118	Interpersonal Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18

Program Totals	61	20	30	74
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INFORMATION SYSTEMS

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

INFORMATION SYSTEMS

Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (ACC, CIS, NET, OST Prefix)	55
Related and General Education	21
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
Other	6
PROGRAM TOTAL	76

			Hrs. Per Week	Credit
			Class	Hrs.
			Lab	
First Semester (Fall)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16
Second Semester (Spring)				
CIS 115	Introduction to Programming and Logic	2	2	3
CIS 120	Spreadsheet I	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
NET 110	Data Communications and Networking	2	2	3
OST 136	Word Processing	<u>1</u>	<u>2</u>	<u>2</u>
		9	11	14
Third Semester (Summer)				
CIS 152	Database Concepts and Applications	2	2	3
CIS 165	Desktop Publishing I	2	2	3
COM 231	Public Speaking	3	0	3
HUM	Humanities Elective	3	0	3
NET 120	Network Installation and Administration I	<u>2</u>	<u>2</u>	<u>3</u>
		12	6	15
Fourth Semester (Fall)				
CIS 148	Operating Systems — Windows NT	2	2	3
CIS 216	Software Installation and Maintenance	1	2	2
CIS 217	Computer Training and Support	2	2	3
CIS 286	Systems Analysis and Design	3	0	3
CSC 139	Visual Basic Programming	<u>2</u>	<u>3</u>	<u>3</u>
		10	9	14
Fifth Semester (Spring)				
CIS 170	Technical Support Functions I	2	2	3
CIS 215	Hardware Installation and Maintenance	2	3	3
CIS 226	Trends in Technology	1	2	2
CIS 288	Systems Project	1	4	3
CIS 293	Selected Topics in Information Systems	<u>2</u>	<u>2</u>	<u>3</u>
		8	13	14
Program Totals			54	48
				76*

*The credit hours total includes a minimum of three (3) credit hours of Major electives to be selected from the following: ACC 150, CIS 148, CIS 244, CIS 245, CIS 246, COE 211 IS, COE 212 IS, COE 213 IS, COE 215 IS, CSC 138, CSC 143.

This program is also offered in the evening schedule. See Evening Programs listing.

MARKETING AND RETAILING

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

MARKETING AND RETAILING
Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (ACC, BUS, ECO, MKT Prefix)	59
Related and General Education	17
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Other	5
 PROGRAM TOTAL	 76

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
ACC 120 Principles of Accounting I	3	2	4
BUS 110 Introduction to Business	3	0	3
CIS 110 Introduction to Computers	2	2	3
ENG 111 Expository Writing	3	0	3
MAT 115 Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>
	13	6	16
Second Semester (Spring)			
ACC 121 Principles of Accounting II	3	2	4
BUS 137 Principles of Management	3	0	3
ENG 114 Professional Research and Reporting	3	0	3
MKT 120 Principles of Marketing	3	0	3
OST 136 Word Processing	<u>1</u>	<u>2</u>	<u>2</u>
	13	4	15
Third Semester (Summer)			
BUS 115 Business Law I	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
MKT 122 Visual Merchandising	3	0	3
MKT 221 Consumer Behavior	3	0	3
Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
	15	0	15

Fourth Semester (Fall)

BUS 135	Principles of Supervision	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 121	Retailing	3	0	3
MKT 123	Fundamentals of Selling	3	0	3
MKT 224	International Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

Fifth Semester (Spring)

COM 231	Public Speaking	3	0	3
MKT 220	Advertising and Sales Promotion	3	0	3
MKT 225	Marketing Research	3	0	3
MKT 227	Marketing Applications	3	0	3
	Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

Program Totals	71	10	76
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*Approved Related Electives:

BUS 116	Business Law II	BUS 230	Small Business Management
BUS 147	Business Insurance	BUS 240	Business Ethics
BUS 153	Human Resources Mgmt.	BUS 260	Business Communication
BUS 225	Business Finance	BUS 270	Professional Development

This program is also offered in the evening schedule. See Evening Programs listing.

MEDICAL TRANSCRIPTION

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

MEDICAL TRANSCRIPTION
Diploma

This Program Consists of:	Credit Hrs.
Major Courses (CIS, COE, MED, OST Prefix)	35
Related and General Education	8
Courses including:	
Communications	3
Natural Sciences/Mathematics	5
PROGRAM TOTAL	43

			Hrs. Per Week			Credit
			Class	Lab	Co-op	Hrs.
First Semester (Fall)						
BIO	163	Basic Anatomy and Physiology	4	2	0	5
CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
OST	134	Text Entry and Formatting	3	2	0	4
OST	164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	6	0	18
Second Semester (Spring)						
ENG	111	Expository Writing	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	201	Medical Transcription I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			11	6	0	14
Third Semester (Summer)						
MED	292	Selected Topics in Med. Transcription	2	0	0	2
OST	202	Medical Transcription II	3	2	0	4
OST	244	Medical Document Production	1	2	0	2
OST	286	Professional Development	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			8	4	0	10
Fourth Semester (Fall)						
COE	111	Co-op Work Experience	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			0	0	10	1
Program Totals			34	16	10	43

OFFICE SYSTEMS TECHNOLOGY

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Credits toward the A.A.S. degree in Office Systems Technology may be given to persons holding the Certified Professional Secretary rating. If interested, those holding this certification should contact the Chairperson, Department of Computer Technologies. Persons interested in becoming a candidate for the certification can obtain information from the Institute for Certifying Secretaries, 2440 Pershing Road, Suite 6, 10 Crown Center, Kansas City, Missouri 64108.

OFFICE SYSTEMS TECHNOLOGY Diploma

This Program Consists of:	Credit Hrs.
Major Courses (CIS, OST Prefix)	29
Related and General Education	12
Courses including:	
Communications	6
Other	6
PROGRAM TOTAL	41

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
ACC	120	Principles of Accounting I	3	2	4
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
OST	131	Keyboarding	1	2	2
OST	286	Professional Development	<u>2</u>	<u>0</u>	<u>2</u>
			11	6	14
Second Semester (Spring)					
CIS	120	Spreadsheet I	2	2	3
OST	134	Text Entry and Formatting	3	2	4
OST	136	Word Processing	1	2	2
OST	164	Text Editing Applications	3	0	3
OST	184	Records Management	<u>1</u>	<u>2</u>	<u>2</u>
			10	8	14
Third Semester (Summer)					
ACC	140	Payroll Accounting	1	2	2
COM	231	Public Speaking	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	236	Advanced Word/Information Processing	2	2	3
OST	289	Office Systems Management	<u>2</u>	<u>2</u>	<u>3</u>
			9	8	13
Program Totals			30	22	41

NOTE: PSY 150, General Psychology and MAT 115, Mathematical Models, are also required along with additional courses if the Office Systems Technology degree is sought. The *degree* program is only offered during the day.

This program is also offered in the evening schedule. See the Evening Programs listing.

OFFICE SYSTEMS TECHNOLOGY
Associate in Applied Science Degree

This Program Consists of:	Credit Hrs.
Major Courses (CIS, COE, NET, OST Prefix)	47
Related and General Education	24
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
Other	9
 PROGRAM TOTAL	 71

				Hrs. Per Week			Credit
				Class	Lab	Work	Hrs.
First Semester (Fall)							
ACC	120	Principles of Accounting I		3	2	0	4
CIS	110	Introduction to Computers		2	2	0	3
ENG	111	Expository Writing		3	0	0	3
OST	131	Keyboarding		1	2	0	2
OST	286	Professional Development		2	0	0	2
PSY	150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				14	6	0	17
Second Semester (Spring)							
CIS	120	Spreadsheet I		2	2	0	3
MAT	115	Mathematical Models		2	2	0	3
OST	134	Text Entry and Formatting		3	2	0	4
OST	136	Word Processing		1	2	0	2
OST	164	Text Editing Applications		3	0	0	3
OST	184	Records Management		<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
				12	10	0	17
Third Semester (Summer)							
ACC	140	Payroll Accounting		1	2	0	2
COM	231	Public Speaking		3	0	0	3
OST	132	Keyboard Skill Building		1	2	0	2
OST	236	Advanced Word/Information Processing		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
				7	6	0	10
Fourth Semester (Fall)							
BUS	115	Business Law I		3	0	0	3
CIS	130	Survey of Operating Systems		2	3	0	3
CIS	165	Desktop Publishing I		2	2	0	3
HUM	115	Critical Thinking		3	0	0	3
OST	137	Office Software Applications		1	2	0	2
OST	289	Office Systems Management		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
				13	9	0	17

Fifth Semester (Spring)

CIS 226	Trends in Technology	1	2	0	2
COE 211OS*	Co-op Work Experience IV	0	0	10	1
COE 215OS*	Work Experience Seminar IV	1	0	0	1
NET 115	Telecommunication Fundamentals	1	2	0	2
OST 223	Machine Transcription I	1	2	0	2
OST 292	Selected Topics in Office Systems Technology	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	9	10	10
Program Totals		51	40	10	71

*In place of COE 211 OS and COE 215 OS, the student may select 2 semester hours of course work from the following courses: ACC 121, ACC 129, ACC 150, BUS 110, BUS 116, BUS 135, BUS 137, BUS 153, BUS 230, CIS 152, CIS 215, CIS 216, CIS 217, ECO 151, NET 120.

OPERATIONS MANAGEMENT

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

OPERATIONS MANAGEMENT
Associate in Applied Science Degree

This Program Consists of:		Credit Hrs.
Major Courses (ACC, BUS, ECO, ISC, MKT, OMT Prefix)		58
Related and General Education		18
Courses including:		
Communications	6	
Humanities/Fine Arts	3	
Natural Sciences/Mathematics	3	
Other	6	
PROGRAM TOTAL		76

		Hrs. Per Week		Credit Hrs.
		Class	Lab	
First Semester (Fall)				
ACC 120	Principles of Accounting I	3	2	4
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
ISC 121	Environmental Health and Safety	3	0	3
MAT 121	Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>3</u>
		13	6	16

Second Semester (Spring)

BUS	137	Principles of Management	3	0	3
CIS	120	Spreadsheet I	2	2	3
ENG	114	Professional Research and Reporting	3	0	3
ISC	221	Statistical Quality Control	3	0	3
MKT	120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15

Third Semester (Summer)

BUS	115	Business Law I	3	0	3
ISC	131	Quality Management	3	0	3
ISC	210	Operations and Production Planning	3	0	3
		Related Elective*	3	0	3
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

Fourth Semester (Fall)

ECO	251	Principles of Microeconomics	3	0	3
ISC	225	Facility Layout	3	2	4
OMT	112	Materials Management	3	0	3
		Related Elective*	3	0	3
		Technical Elective*	<u>1</u>	<u>2</u>	<u>2</u>
			13	4	15

Fifth Semester (Spring)

COM	231	Public Speaking	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
OMT	260	Issues in Operations Management	3	0	3
		Related Elective*	3	0	3
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

Program Totals

70 12 76

***Approved Related Electives:**

ACC	121	Principles of Accounting II	MKT	224	International Marketing
ACC	225	Cost Accounting	OMT	132	ISO 9000 Standards
BUS	135	Principles of Supervision	OMT	133	ISO 9000 Internal Auditor
BUS	153	Human Resource Mgmt.			
BUS	260	Business Communications	**Approved Technical Electives		
BUS	270	Professional Development	BPR	111	Blueprint Reading
ISC	132	Manufacturing Quality Ctrl.	DFT	121	Introduction to Geometric
ISC	212	Metrology			Dimensioning and Tolerancing
ISC	277	Quality Technology	OST	136	Word Processing

This program is also offered in the evening schedule. See Evening Programs listing.

ENGINEERING & APPLIED **technology**



"I CHOSE MECHANICAL ENGINEERING AT A-B TECH TO GET A
SOLID FOUNDATION FOR MY FOUR-YEAR DEGREE. THE
CLASSES HERE HAVE EXCELLENT HANDS-ON LAB TIME THAT
COMPLEMENTS CLASSROOM THEORY."

— **Travis Johnson, Asheville**

ENGINEERING AND APPLIED TECHNOLOGY

	Air Conditioning, Heating, and Refrigeration Technology	Automotive Systems Technology*	CAD Systems Management*
Recommended High School Courses	Electricity Electronics	Applied Mathematics Physics Electronics	Algebra Geometry Drafting
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).	Mathematics (2 units, including Algebra) Acceptable scores on SAT, ACT, or Reading Comprehension, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall. Can take some single courses any semester.	Day/Night Begins Fall of even years and Spring of odd years.	Day/Night Begins Fall. Night begins in odd numbered years only.
Degree	Associate in Applied Science or Diploma	Associate in Applied Science or Diploma	Associate in Applied Science
Employment Opportunities	Maintenance Tech. Climate Control Technician Service Technician Systems Engineer Refrigeration Tech. Estimator	General Automotive Technician Specialized Technician Shop Supervisor	Mechanical Design Product Design Manufacturing Design CAD Operator

*Tech Prep agreements with regional high schools.

ENGINEERING AND APPLIED TECHNOLOGY

	Carpentry	Civil Engineering Technology	Electrical/ Electronics Technology*
Recommended High School Courses	Practical Mathematics Drafting Woodworking courses	Trigonometry Drafting	Trigonometry
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall	Day Begins Fall. Night begins in odd numbered years. Can take single courses any semester.	Night Begins Fall
Degree	Diploma	Associate in Applied Science	Associate in Applied Science
Employment Opportunities	Contractors as Carpenters or Estimators In Cabinet Shop as Cabinetmakers or Installers	Construction Technician Materials Testing Technician Construction Inspector Engineering Technician	Industrial Maintenance Technician Industrial Electrician Facilities Technician Electrical License Apprentice

*Tech Prep agreements with regional high schools.

ENGINEERING AND APPLIED TECHNOLOGY

	Electronic Servicing Technology	Electronics Engineering Technology*	Machining Technology*
Recommended High School Courses	Technical Math Algebra I	Trigonometry	Applied Mathematics Drafting Blueprint Reading
A-B Tech Entrance Requirements	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).
Program Schedule	Night Begins Fall	Day/Night Begins Fall	Day/Night Begins Fall. Will also offer afternoon schedule on demand.
Degree	Diploma	Associate in Applied Science	Associate in Applied Science or Diploma
Employment Opportunities	Install and Service Computers, TV, Audio/Video, Entertainment, Digital Systems, VCRs, CD Players, Cable Components and Systems	Electronics Engineering Technician Electronics Maintenance Tech. Control Systems Technician	For Manufacturers as Machinist Machine or CNC Set-Up Operator Quality Control Technician

*Tech Prep agreements with regional high schools.

ENGINEERING AND APPLIED TECHNOLOGY

	Mechanical Engineering Technology	Heavy Equipment and Transport Technology	Surveying Technology
Recommended High School Courses	Trigonometry Physics	Applied Mathematics Electronics Electricity	Trigonometry Drafting
A-B Tech Entrance Requirements	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).	Algebra I & II or Algebra I and Plane Geometry Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).
Program Schedule	Day begins Fall Night begins in even numbered years. Can take single courses any semester.	Day Begins Fall	Day begins Fall Night begins in odd numbered years. Can take single courses any semester.
Degree	Associate in Applied Science	Diploma	Associate in Applied Science
Employment Opportunities	Manufacturing Engineer Quality Control Technician Mechanical Designer Maintenance Engineering Technician Controls Engineering Technician	Diesel Mechanic Fuel Injection Servicer Repairer Heavy Tractor Mechanic Helper	Construction Layout Technician Land Surveyor Mapper

ENGINEERING AND APPLIED TECHNOLOGY

	Tool, Die and Mold Making	Welding Technology*
Recommended High School Courses	Applied Mathematics Geometry Trigonometry	Practical Arithmetic Blueprint Reading Drafting
A-B Tech Entrance Requirements	Successful completion of the Machinist Program with grade of "B" or better in certain MAC and MAT courses	Acceptable scores on SAT, ACT, or Reading Comprehension and Arithmetic Skills, College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Night Begins Fall	Day/Night Begins Fall. Can take single courses any semester.
Degree	Associate in Applied Science	Associate in Applied Science or Diploma
Employment Opportunities	Positions with Tool, Die, and Moldmaking Shops	Arc Welder Arc Welder- Machine Operator Gas Welder- Machine Operator Combination Welder Pipe Welder

**Tech Prep agreements with regional high schools.*

ENGINEERING AND APPLIED TECHNOLOGY

The Engineering and Applied Technology division offers a variety of Associate in Applied Science degree programs in engineering technologies and diploma programs in applied technologies. Most programs are available on a day and evening basis.

Students enrolled in this division are provided an appropriate mix of theory and hands-on applications. Students in the diploma programs spend much of their time working under industrial shop conditions. Modern facilities include well-equipped laboratories and shops to support goals of the programs. Emphasis is placed on student proficiency in the use of procedures, equipment, and instruments related to the specific program area. Appropriate related and general education courses support these applied programs.

A.A.S. DEGREE CONFERRED

Air Conditioning, Heating, and Refrigeration Technology
 Automotive Systems Technology
 CAD Systems Management
 Civil Engineering Technology
 Electrical/Electronics Technology
 Electronics Engineering Technology
 Machining Technology
 Mechanical Engineering Technology
 Surveying Technology
 Tool, Die, and Mold Making
 Welding Technology

DIPLOMA AWARDED

Air Conditioning, Heating, and Refrigeration Technology
 Automotive Systems Technology
 Carpentry
 Electronic Servicing Technology
 Machining Technology
 Heavy Equipment and Transport Technology
 Welding Technology

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

The Air Conditioning, Heating, and Refrigeration Technology curriculum, provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the A.A.S. degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. A.A.S. degree graduates should be able to demonstrate an understanding of system selection and balance, and advanced systems.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (AHR Prefix)	35
Related and General Education	7
Courses including:	
Communications	3
Natural Science/Mathematics	4
PROGRAM TOTAL	42

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating	2	4	4
AHR 120	HVACR Maintenance	1	3	2
ELC 125	Diagrams and Schematics	1	2	2
ENG 102	Applied Communications II (or ENG 111)	3	0	3
WLD 112	Basic Welding	<u>1</u>	<u>3</u>	<u>2</u>
		10	14	16
Second Semester (Spring)				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 113	Comfort Cooling	2	4	4
AHR 125	HVAC Electronics	1	3	2
AHR 130	HVAC Controls	2	2	3
PHY 122	Applied Physics II	<u>3</u>	<u>2</u>	<u>4</u>
		10	17	18
Third Semester (Summer)				
AHR 114	Heat Pump Technology	2	4	4
AHR 115	Refrigeration Systems	1	3	2
BPR 135	Schematics and Diagrams	<u>2</u>	<u>0</u>	<u>2</u>
		5	7	8
Program Totals		25	38	42

This program is also offered in the evening schedule. See Evening Programs listing. The Associate in Applied Science Degree program may be taken in the evening upon completion of day or evening Diploma program.

AUTOMOTIVE SYSTEMS TECHNOLOGY

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

AUTOMOTIVE SYSTEMS TECHNOLOGY
Associate in Applied Science Degree

	Credit Hrs.
This Program Consists of:	
Major Courses (AUT, COE Prefix)	41
Related and General Education	24
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	3
Social Science	3
Other	9
PROGRAM TOTAL	65

				Hrs. Per Week		Credit
				Class	Lab	Work Hrs.
First Semester (Fall)						
AUT	110	Introduction to Automotive Technology	2	2	0	3
AUT	115	Engine Fundamentals	2	3	0	3
AUT	151	Brake Systems	2	2	0	3
AUT	152	Brake Systems Lab	0	2	0	1
AUT	161	Electrical Systems	2	6	0	4
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
				11	15	0
						17
Second Semester (Spring)						
AUT	162A	Chassis Electrical/Electronics	1	1	0	1.5
AUT	163A	Chassis Electrical/Electronics Lab	0	1	0	0.5
AUT	183	Engine Performance Fuels	2	3	0	3
AUT	184	Engine Performance Fuels Lab	0	3	0	1
CIS	113	Computer Basics	0	2	0	1
COE	113A1	Co-op Work Experience II	<u>0</u>	<u>0</u>	<u>15</u>	<u>1.5</u>
				3	10	15
						8.5

Third Semester (Summer)

COE 112A	Co-operative Work Experience	0	0	20	2
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Fourth Semester (Fall)

AUT 162B	Chassis Electrical/Electronics	1	1	0	1.5
AUT 163B	Chassis Electrical/Electronics Lab	0	1	0	0.5
AUT 171	Heating and Air Conditioning Systems	2	3	0	3
COE 113A2	Co-operative Work Experience	0	0	15	1.5
COM 231	Public Speaking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	5	15	9.5

Fifth Semester (Spring)

AUT 141A	Suspension and Steering Systems	1	2	0	2
AUT 181	Engine Performance Electrical	2	3	0	3
AUT 182	Engine Performance Electronics Lab	0	3	0	1
COE 123A1	Co-operative Work Experience	0	0	15	1.5
HUM 115	Critical Thinking	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	8	15	10.5

Sixth Semester (Summer)

AUT 141B	Suspension and Steering Systems	1	2	0	2
AUT 231	Manual Drive Trans/Axles	2	3	0	3
AUT 232	Manual Drive Trans/Axles Lab	0	3	0	1
MAT 121	Algebra/Trigonometry I (or PHY 122)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	10	0	9

Seventh Semester (Fall)

AUT 221	Automotive Transmissions	2	6	0	4
COE 123A2	Co-operative Work Experience	0	0	15	1.5
SOC 215	Group Processes	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	6	15	8.5

Program Totals	36	54	80	65
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CAD SYSTEMS MANAGEMENT

The primary objective of the CAD Systems Management curriculum is to prepare individuals for employment as computer-aided drafting and design technicians. Graduates will be prepared for jobs that involve managing the engineering document process as well as the CAD system hardware and software.

Emphasis is placed on developing the student’s ability to interface with computer hardware and software in an engineering design environment. Computer-aided Design systems will be used to create and manipulate 2D CAD drawings and 3D solid models. In addition, CAD drawing data will be linked to other applications such as data processing or CNC machining systems.

Coursework includes the study of technical drafting and design theory, computer hardware and operating systems, engineering document management, 2D and 3D computer-aided design, solid modeling, computer-aided manufacturing, rendering.

MECHANICAL DRAFTING TECHNOLOGY — CAD SYSTEMS MANAGEMENT

Associate in Applied Science Degree

Credit Hrs.

This Program Consists of:

Major Courses (DDF, DFT Prefix)

37

Related and General Education

35

Courses including:

Communications

6

Humanities/Fine Arts

3

Natural Science/Mathematics

4

Social Science

3

Other

22

PROGRAM TOTAL

72

Hrs. Per Week	Credit
Class Lab	Hrs.

First Semester (Fall)

CIS 110 Introduction to Computers

2

2

3

DFT 111 Technical DFT I

2

6

4

DFT 151 CAD I

2

3

3

MAC 114 Introduction to Metrology

2

0

2

SOC 215 Group Processes

3
0
3

11

11

15

Second Semester (Spring)

DFT 112 Technical DFT II

2

6

4

DFT 152 CAD II

2

3

3

ENG 111 Expository Writing

3

0

3

MEC 161 Manufacturing Processes I

3

0

3

PHY 122 Applied Physics II (or MAT 121/121A
or MAT 161/161A)

3
2
4

13

11

17

Third Semester (Summer)

CIS 130 Survey of Operating Systems

2

3

3

DFT 121 Introduction to Geometric Dimensioning
and Tolerancing

1

2

2

DFT 153 CAD III

2
3
3

5

8

8

Fourth Semester (Fall)

COM 231 Public Speaking

3

0

3

DDF 211 Design Drafting I

2

6

4

DFT 251 Customizing CAD Software

2

2

3

DFT 252 Solid Models and Rendering

2

2

3

HUM 115 Critical Thinking

3
0
3

12

10

16

Fifth Semester (Spring)

DDF 221 Design Drafting Project

0

4

2

DFT 253 CAD Data Management

2

2

3

DFT 259 CAD Project

1

4

3

MEC 110 Introduction to CAD/CAM

1
2
2

4

12

10

Program Totals

45

52

72*

*Includes 6 hours of electives to be selected from CIS 152, DFT 115, MAC 121, MAC 122, MAC 152, MEC 142, and MEC 180.

This program is also offered in the evening schedule. See Evening Programs listing.

CARPENTRY

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

CARPENTRY
Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (CAB, CAR Prefix)	34
Related and General Education	12
Courses including:	
Communications	3
Natural Science/Mathematics	3
Other	6
PROGRAM TOTAL	46

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
BPR 130 Blueprint Reading/Construction	1	2	2
CAB 111A Cabinet Making I	4	3	5
CAR 111 Carpentry I	4	15	9
MAT 101 Applied Mathematics I (or PHY 122)	2	2	3
	11	22	19
Second Semester (Spring)			
CAB 111B Cabinet Making I	0	6	2
CAR 112 Carpentry II	4	15	9
CAR 115 Residential Planning/Estimating	3	0	3
ENG 102 Applied Communications II	3	0	3
	10	21	17
Third Semester (Summer)			
CAR 113 Carpentry III	3	9	6
DFT 115 Architectural Drafting	1	2	2
DFT 119 Basic CAD	1	2	2
	5	13	10
Program Totals	26	56	46

This program is also offered in the evening schedule. See Evening Programs listing.

CIVIL ENGINEERING TECHNOLOGY

The Civil Engineering Technology curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Coursework includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional coursework will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician level jobs with both public and private engineering, construction, and surveying agencies.

CIVIL ENGINEERING TECHNOLOGY Associate in Applied Science Degree

	Credit Hrs.
This Program Consists of:	
Major Courses (CIV, SRV Prefix)	44
Related and General Education	32
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	10
Social Science	3
Other	10
PROGRAM TOTAL	76

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	111	Basic Personal Computer Literacy	1	2	2
DFT	111	Technical Drafting I	2	6	4
EGR	115	Introduction to Engineering Technology	2	6	4
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I (or MAT161 & 161A)	<u>2</u>	<u>2</u>	<u>3</u>
			10	16	16
Second Semester (Spring)					
CIV	110	Statics/Strength of Materials	2	6	4
ENG	114	Professional Research and Reporting	3	0	3
MAT	122	Algebra/Trigonometry II (or MAT162 & 162A)	2	2	3
PHY	131	Physics—Mechanics	3	2	4
SRV	110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
			12	16	18
Third Semester (Summer)					
CIV	125	Civil/Surveying CAD	1	6	3
CIV	211	Hydraulics and Hydrology	2	3	3
SRV	111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
			5	15	10

Fourth Semester (Fall)

CIV 111	Soils and Foundations	2	3	3
CIV 210	Engineering Materials	1	3	2
CIV 215	Highway Technology	1	3	2
CIV 220	Basic Structural Concepts	1	3	2
CIV 230	Construction Estimating	2	3	3
SOC 215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
		10	15	15

Fifth Semester (Spring)

CIV 212	Environmental Planning	2	3	3
CIV 221	Steel and Timber Design	2	3	3
CIV 222	Reinforced Concrete	2	3	3
CIV 240	Project Management	2	3	3
CIV 250	Civil Engineering Technology Project	1	3	2
HUM 115	Critical Thinking	<u>3</u>	<u>0</u>	<u>3</u>
		12	15	17

Program Totals	49	77	76
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This program is also offered in the evening schedule. See Evening Programs listing.

**ELECTRONICS ENGINEERING
TECHNOLOGY**

The Electronic Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems. Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

**ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Applied Science Degree**

	Credit Hrs.
This Program Consists of:	
Major Courses (ELC, ELN Prefix)	39
Related and General Education	28
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	10
Social Science	3
Other	6
Electives	4
PROGRAM TOTAL	71

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
First Semester (Fall)					
CET	111	Computer Upgrade/Repair I	2	3	3
ELC	131	DC/AC Circuit Analysis	4	3	5
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I (or MAT161 & 161A)	<u>2</u>	<u>2</u>	<u>3</u>
			11	8	14
Second Semester (Spring)					
DFT	151	CAD I	2	3	3
ELC	132	Electrical Drawings	1	3	2
ELN	131	Electronic Devices	3	3	4
ELN	152	Fabrication Techniques	1	3	2
MAT	122	Algebra/Trigonometry II (or MAT162 & 162A)	<u>2</u>	<u>2</u>	<u>3</u>
			9	14	14
Third Semester (Summer)					
ELC	117	Motors and Controls	2	6	4
ELN	132	Linear IC Applications	3	3	4
PHY	131	Physics-Mechanics (or PHY 151)	3	2	4
HUM		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	11	15
Fourth Semester (Fall)					
ELN	133	Digital Electronics	3	3	4
ELN	234	Communications Systems	3	3	4
ELN	260	Programmable Logic Controllers	3	3	4
ENG	114	Professional Research and Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
			12	9	15
Fifth Semester (Spring)					
ELN	232	Introduction to Microprocessors	3	3	4
ELN	275	Troubleshooting	1	2	2
SOC	215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
			7	5	9
Program Totals			50	47	71*

*The credit hours total includes a minimum of four (4) credit hours of major electives to be selected from the following: CET 211, CET 212, CIS 111, CIS 115, CIS 152, DFT 152, DFT 153, ELC 113, ELC 114, ELC 119, ELC 215, ELC 228, ELC 229, ELN 237, HYD 110, MAT 151, MAT 155, MEC 161 (with 161A), MEC 250, PHY 152.

This program is also offered in the evening schedule. See Evening Programs listing.

HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY

The Heavy Equipment and Transport Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

HEAVY EQUIPMENT AND TRANSPORT TECHNOLOGY

Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (DIE Prefix)	29
Related and General Education	11
Courses including:	
Communications	3
Natural Science/Mathematics	3
Other	5
PROGRAM TOTAL	40

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
DIE 110 Engines	3	9	6
DIE 118 Mechanical Orientation	2	0	2
DIE 125 Preventative Maintenance	1	3	2
HYD 112 Hydraulics Medium/Heavy Duty	1	2	2
MAT 101 Applied Mathematics I (or PHY 122)	<u>2</u>	<u>2</u>	<u>3</u>
	9	16	15
Second Semester (Spring)			
DIE 112 Diesel Electrical System	3	6	5
DIE 115 Electronic Engines	2	3	3
DIE 119 Mechanical Transmissions	2	2	3
ENG 102 Applied Communications II	3	0	3
WLD 112 Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
	11	14	16
Third Semester (Summer)			
CIS 113 Computer Basics	0	2	1
DIE 116 A/C/Diesel Equipment	1	2	2
DIE 231 Medium Heavy Duty Brake Systems	1	3	2
DIE 233 Suspension and Steering	<u>2</u>	<u>4</u>	<u>4</u>
	4	11	9
Program Totals	24	41	40

MACHINING TECHNOLOGY

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

MACHINING TECHNOLOGY
Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (MAC Prefix)	26
Related and General Education	15
Courses including:	
Communications	6
Social Science	3
Other	6
PROGRAM TOTAL	41

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
BPR 111 Blueprint Reading I	1	2	2
MAC 111 Machining Technology I	2	12	6
MAC 121 Introduction to CNC	2	0	2
MAC 151 Machining Calculations	1	2	2
SOC 215 Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
	9	16	15
Second Semester (Spring)			
BPR 121 Blueprint Reading II	1	2	2
COM 231 Public Speaking	3	0	3
ENG 111 Expository Writing	3	0	3
MAC 112 Machining Technology II	2	12	6
MAC 124 CNC Milling	1	3	2
MEC 142 Physical Metallurgy	<u>1</u>	<u>2</u>	<u>2</u>
	11	19	18
Third Semester (Summer)			
MAC 113 Machining Technology III	2	12	6
MAC 152 Advanced Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
	3	14	8
Program Totals	23	49	41

This program is also offered in the evening schedule. See Evening Programs listing.

MECHANICAL ENGINEERING
TECHNOLOGY

The Mechanical Engineering Technology curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, testing and repair of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles.

Coursework includes applied mechanics, manufacturing methods and processes, computer usage, computer-aided drafting, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

MECHANICAL ENGINEERING TECHNOLOGY
Associate in Applied Science Degree

	Credit Hrs.
This Program Consists of:	
Major Courses (MEC Prefix)	30
Related and General Education	46
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	10
Social Science	3
Other	24
PROGRAM TOTAL	76

	Hrs. Per Week		Credit Hrs.
	Class	Lab	
First Semester (Fall)			
DFT 111 Technical Drafting I	2	6	4
EGR 110 Introduction to Engineering	2	0	2
ENG 111 Expository Writing	3	0	3
MAT 161 College Algebra	3	0	3
MAT 161A College Algebra Lab	0	2	1
MEC 172 Introduction to Metallurgy	<u>2</u>	<u>3</u>	<u>3</u>
	12	11	16
Second Semester (Spring)			
DFT 151 CAD I	2	3	3
HYD 110 Hydraulics and Pneumatics	2	3	3
MAT 162 College Trigonometry	3	0	3
MAT 162A College Trigonometry Lab	0	2	1
PHY 151 College Physics I	3	2	4
SOC 215 Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
	13	10	17
Third Semester (Summer)			
MAC 121 Introduction to CNC	2	0	2
MEC 161 Manufacturing Processes I	3	0	3
MEC 267 Thermal Systems	2	2	3
PLA 110 Introduction to Plastics	<u>2</u>	<u>0</u>	<u>2</u>
	9	2	10
Fourth Semester (Fall)			
ELC 111 Introduction to Electricity	2	2	3
ELC 128 Introduction to PLC	2	3	3
MEC 236 Regional Manufacturing	1	4	3
MEC 237 Control Systems	3	2	4
MEC 250 Statics and Strength of Materials	<u>4</u>	<u>3</u>	<u>5</u>
	12	14	18

Fifth Semester (Spring)

ATR 112	Introduction to Automation	2	3	3
ENG 114	Professional Research and Reporting	3	0	3
MEC 270	Machine Design	3	3	4
MEC 271	Machine Design Lab	0	3	1
MEC 288	Manufacturing Engineering R&D Project	0	2	1
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	11	15
Program Totals		57	48	76

This program is also offered in the evening schedule. See Evening Programs listing.

SURVEYING TECHNOLOGY

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

SURVEYING TECHNOLOGY
Associate in Applied Science Degree

	Credit Hrs.
This Program Consists of:	
Major Courses (CIV, SRV Prefix)	47
Related and General Education	28
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	10
Social Science	3
Other	6
PROGRAM TOTAL	75

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	111	Basic Personal Computer Literacy	1	2	2
DFT	111	Technical Drafting I	2	6	4
EGR	115	Introduction to Engineering Technology	2	6	4
ENG	111	Expository Writing	3	0	3
MAT	121	Algebra/Trigonometry I (or MAT161 & 161A)	<u>2</u>	<u>2</u>	<u>3</u>
			10	16	16

Second Semester (Spring)

CIV 110	Statics/Strength of Materials	2	6	4
ENG 114	Professional Research and Reporting	3	0	3
MAT 122	Algebra/Trigonometry II (or MAT162 & 162A)	2	2	3
PHY 131	Physics — Mechanics	3	2	4
SRV 110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
		12	16	18

Third Semester (Summer)

CIV 125	Civil/Surveying CAD	1	6	3
CIV 211	Hydraulics and Hydrology	2	3	3
SRV 111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
		5	15	10

Fourth Semester (Fall)

CIV 111	Soils and Foundations	2	3	3
CIV 215	Highway Technology	1	3	2
SOC 215	Group Processes	3	0	3
SRV 210	Surveying III	2	6	4
SRV 240	Topographic/Site Surveying	<u>2</u>	<u>6</u>	<u>4</u>
		10	18	16

Fifth Semester (Spring)

HUM 115	Critical Thinking	3	0	3
SRV 220	Surveying Law	2	2	3
SRV 230	Subdivision Planning	1	6	3
SRV 250	Advanced Surveying	2	6	4
SRV 260	Field and Office Practices	<u>1</u>	<u>3</u>	<u>2</u>
		9	17	15

Program Totals	46	82	75
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This program is also offered in the evening schedule. See Evening Programs listing.

TOOL, DIE, AND MOLD MAKING

Tool, Die, and Mold Making is a concentration under the curriculum title of Machining Technology. This curriculum is designed to develop skills in the use of hand tools, computerized equipment and precision instruments for machine tooling used for the mass production of parts.

Students will learn to interpret blueprints, setup manual and CNC machines, perform basic and advanced machining operations. Emphasis will be placed on the production of tooling used for punching, stamping, and molding of parts.

Graduates should qualify for employment opportunities in manufacturing industries and Tool, Die, and Mold making industries.

**MACHINING TECHNOLOGY—TOOL, DIE, AND
MOLD MAKING**

Associate in Applied Science Degree

		Credit Hrs.
This Program Consists of:		
Major Courses (MAC Prefix)		55
Related and General Education		21
Courses including:		
Communications		6
Humanities/Fine Arts		3

Natural Science/Mathematics	3
Social Science	3
Other	6

PROGRAM TOTAL 76

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
First Semester (Fall)					
BPR	111	Blueprint Reading I	1	2	2
MAC	111	Machining Technology I	2	12	6
MAC	121	Introduction to CNC	2	0	2
MAC	151	Machining Calculations	1	2	2
SOC	215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
			9	16	15
Second Semester (Spring)					
BPR	121	Blueprint Reading II	1	2	2
COM	231	Public Speaking	3	0	3
ENG	111	Expository Writing	3	0	3
MAC	112	Machining Technology II	2	12	6
MAC	124	CNC Milling	1	3	2
MEC	142	Physical Metallurgy	<u>1</u>	<u>2</u>	<u>2</u>
			11	19	18
Third Semester (Summer)					
MAC	113	Machining Technology III	2	12	6
MAC	152	Advanced Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
			3	14	8
Fourth Semester (Fall)					
HUM	115	Critical Thinking	3	0	3
MAC	153	Compound Angles	1	2	2
MAC	226	CNC EDM Machining	1	3	2
MAC	243	Die Making I	2	6	4
MEC	141	Introduction to Manufacturing Processes	<u>2</u>	<u>2</u>	<u>3</u>
			9	13	14
Fifth Semester (Spring)					
BPR	123	Die/Mold Print Reading	1	3	2
MAC	244	Die Making II	1	9	4
MAC	245	Mold Construction I	2	6	4
MAT	121	Algebra/Trigonometry I (or PHY 122)	<u>2</u>	<u>2</u>	<u>3</u>
			6	20	13
Sixth Semester (Summer)					
MAC	241	Jigs and Fixtures I	2	6	4
MAC	246	Mold Construction II	<u>1</u>	<u>9</u>	<u>4</u>
			3	15	8
Program Totals			41	97	76

This program is also offered in the evening schedule. See Evening Programs listing.

WELDING TECHNOLOGY

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and nonconsumable electrode welding and cutting processes.

Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and nondestructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

WELDING TECHNOLOGY Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (WLD Prefix)	32
Related and General Education	6
Courses including:	
Communications	3
Natural Science/Mathematics	3
PROGRAM TOTAL	38

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
MAT 101 Applied Mathematics I			
(or MAT 121 or PHY 122)	2	2	3
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	<u>2</u>	<u>6</u>	<u>4</u>
	7	20	14
Second Semester (Spring)			
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 122 GMAW (MIG) Plate/Pipe	1	6	3
WLD 141 Symbols and Specifications	2	2	3
WLD 261 Certification Practices	<u>1</u>	<u>3</u>	<u>2</u>
	5	20	12
Third Semester (Summer)			
ENG 102 Applied Communications II (or ENG 111)	3	0	3
WLD 131 GTAW (TIG) Plate	2	6	4
WLD 143 Welding and Metallurgy	1	2	2
WLD 262 Inspection and Testing	<u>2</u>	<u>2</u>	<u>3</u>
	8	10	12
Program Totals	20	50	38

This program is also offered in the evening schedule. See Evening Programs listing.

WELDING TECHNOLOGY

Associate in Applied Science Degree

Credit Hrs.

This Program Consists of:

Major Courses (WLD Prefix)	43
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Related and General Education	24
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Courses including:

Communications	6
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Humanities/Fine Arts	3
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Natural Science/Mathematics	4
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Social Sciences	3
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Other	8
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PROGRAM TOTAL	67
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	Hrs. Per Week	Class	Lab	Credit Hrs.
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First Semester (Fall)

PHY 122 Applied Physics II (or MAT 121)	3	2	4
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WLD 110 Cutting Processes	1	3	2
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WLD 115 SMAW (Stick) Plate	2	9	5
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WLD 121 GMAW (MIG) FCAW/Plate	<u>2</u>	<u>6</u>	<u>4</u>
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	8	20	15
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Second Semester (Spring)

WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
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WLD 122 GMAW (MIG) Plate/Pipe	1	6	3
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WLD 141 Symbols and Specifications	2	2	3
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WLD 261 Certification Practice	<u>1</u>	<u>3</u>	<u>2</u>
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	5	20	12
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Third Semester (Summer)

ENG 111 Expository Writing	3	0	3
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WLD 131 GTAW (TIG) Plate	2	6	4
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WLD 143 Welding Metallurgy	1	2	2
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WLD 262 Inspection and Testing	<u>2</u>	<u>2</u>	<u>3</u>
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	8	10	12
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Fourth Semester (Fall)

BPR 111 Blueprint Reading I	1	2	2
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DFT 119 Basic CAD	1	2	2
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HUM 115 Critical Thinking	3	0	3
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MEC 142 Physical Metallurgy	1	2	2
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WLD 111 Oxy-Fuel Welding	<u>1</u>	<u>3</u>	<u>2</u>
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	7	9	11
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Fifth Semester (Spring)

DFT 117 Technical Drafting	1	2	2
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ENG 114 Professional Research and Reporting	3	0	3
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MAC 121 Introduction to CNC	2	0	2
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SOC 215 Group Processes	3	0	3
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WLD 132 GTAW (TIG) Plate/Pipe	1	6	3
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WLD 221 GMAW (MIG) Pipe	<u>1</u>	<u>6</u>	<u>3</u>
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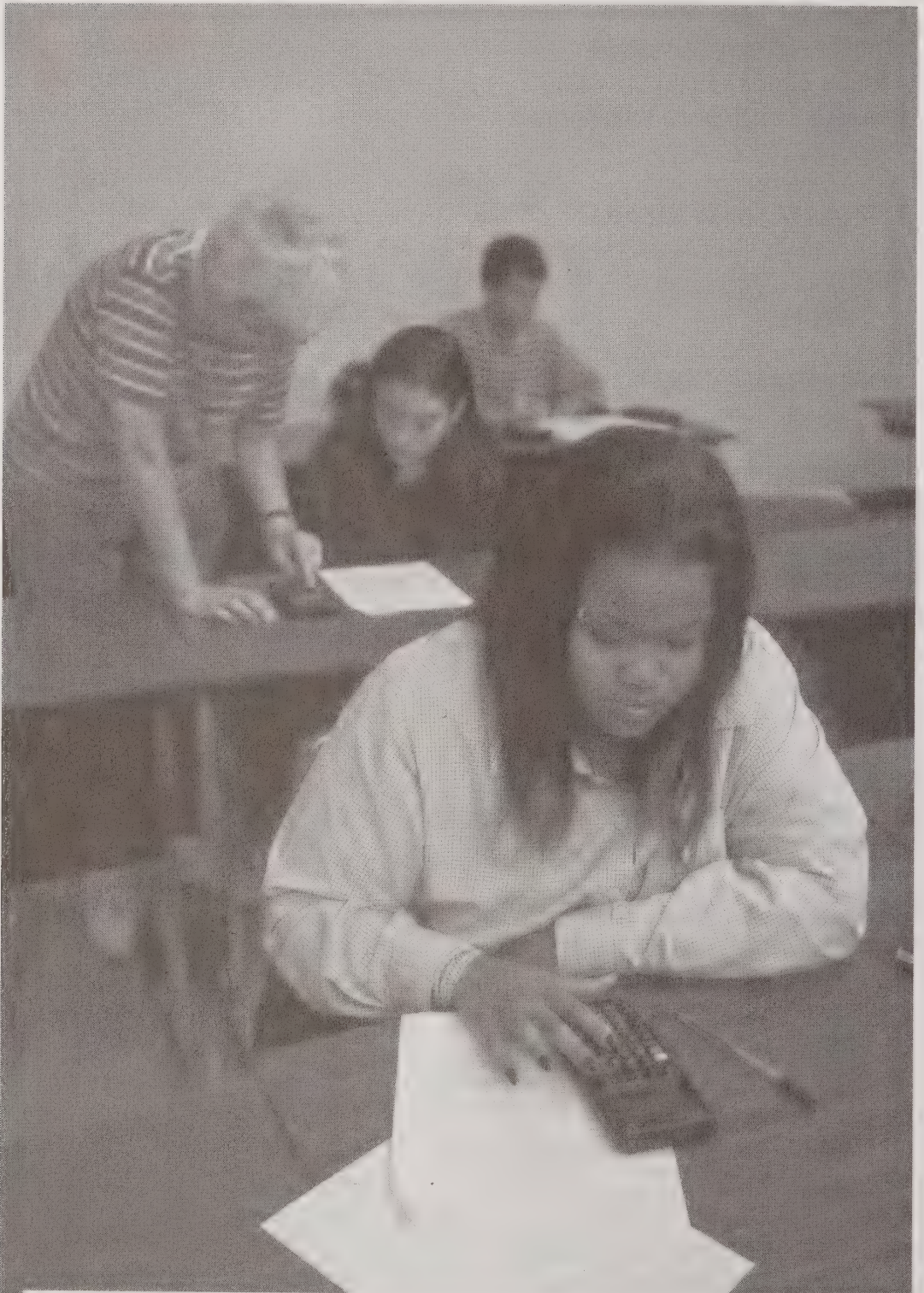
	11	14	16
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Program Totals

	39	73	66
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This program is also offered in the evening schedule. See Evening Programs listing.

arts & sciences



“AFTER GRADUATING FROM HIGH SCHOOL, I CHOSE A-B TECH BECAUSE I WAS UNSURE OF THE CAREER I WANTED TO PURSUE. I THOUGHT IT WOULD BE BETTER TO STAY CLOSE TO HOME AND SAVE MONEY UNTIL I MADE UP MY MIND EXACTLY WHAT I WANTED TO DO.”

— **Meka Nesby, Asheville**

ARTS & SCIENCES PROGRAMS

	College Transfer		General Occupational Technology
	Associate in Arts	Associate in Science	
Recommended High School Courses	Individuals who do not have required credits can enter A-B Tech as provisional students in these programs.	Individuals who do not have required credits can enter A-B Tech as provisional students in these programs.	Individuals who do not have required credits can enter A-B Tech as provisional students in these programs.
A-B Tech Entrance Requirements	Algebra I Biology and Chemistry or Physics Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Algebra I Biology and Chemistry or Physics Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).	Algebra I Biology and Chemistry or Physics Acceptable scores on SAT, ACT, or Reading Comprehension, Sentence Skills, Arithmetic Skills, and Elementary Algebra, College Board Computerized Placement Tests (CPT).
Program Schedule	Day/Afternoon/Night Begins Fall. Can take single courses any semester.	Day/Afternoon/Night Begins Fall. Can take single courses any semester.	Day/Night Begins Fall. Can take single courses any semester.
Degree	Associate in Arts	Associate in Science	Associate in Applied Science or Diploma
Employment Opportunities	Transfer at junior level to four-year institutions	Transfer at junior level to four-year institutions	General technology careers

Precurriculum Requirements for the
ASSOCIATE IN ARTS (A.A.) DEGREE
ASSOCIATE IN SCIENCE (A.S.) DEGREE
GENERAL OCCUPATIONAL
TECHNOLOGY (A.A.S.)

Day Program Model of Semester Course Sequence[†]

Applicants with low placement scores and/or lack of high school prerequisites will complete precurriculum work in the Guided Studies department. One to four semesters of preparation may be required in mathematics, English and/or reading. The level at which students enter Guided Studies is determined by scores on the placement test. A student requiring the maximum number of Guided Studies courses could complete all prerequisites in three semesters in the day program.

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Summer)					
MAT	060	Essential Mathematics	3	2	4
Second Semester (Fall)					
BIO	100**	Introduction to Biology	3	2	4
ENG	080	Writing Foundations	3	2	4
MAT	070*	Introductory Algebra	3	2	4
RED	080	Introduction to College Reading	<u>3</u>	<u>2</u>	<u>4</u>
			12	8	16
Third Semester (Spring)					
ENG	090	Composition Strategies	3	0	3
ENG	090A	Composition Strategies Lab	0	2	1
MAT	080	Intermediate Algebra	3	2	4
RED	090	Improved College Reading	<u>3</u>	<u>2</u>	<u>4</u>
			9	6	12

[†]Selection of beginning course work may vary.

*Students are placed in mathematics courses according to academic background and placement scores.

**Recommended for students who did not take high school biology and intend to take college-level biology sequence.

Once students complete requirements in the above areas, they may enroll in curriculum level courses.

Curriculum Requirements for the ASSOCIATE IN ARTS (A.A.) DEGREE

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
ENG 111 and 112, 113, or 114 are required.	
Humanities/Fine Arts	12
1. One course must be selected from three of the following disciplines: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one course must be a literature course.	
3. COM 231, Public Speaking, is required and is classified as a Humanities/Fine Arts course, but may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Four courses must be selected from at least three of the following disciplines: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
Natural Science/Mathematics	14
Natural Sciences	8
Select two courses, including accompanying laboratory work, from the biology, chemistry, or physics disciplines.	
*Mathematics	6
1. MAT 161 or higher is required.	
2. The other course may be selected from other quantitative subjects.	
OTHER REQUIRED HOURS	20
Must include additional General Education, Pre-Major, and elective courses that have been approved for transfer. Students should refer to Pre-Major Articulation Agreements before making selections for required hours.	
Recommended Courses	
Although these courses are not required , they are recommended for all students who have sufficient available credit hours.	
Computing	3
CIS 110	
Health/Physical Education	3
HEA 110, HEA 120 or PED 110 plus any PED activity course	
*Mathematics	1
MAT 161A or the lab associated with the selected mathematics course.	
Total Semester Hours	64

All college transfer courses submitted for graduation require a minimum grade of "C."

ASSOCIATE IN ARTS DEGREE

Day Program Model of Semester Course Sequence*

			Hrs. Per Week	Credit
			Class	Lab Hrs.
First Semester (Fall)				
CIS	110	Introduction to Computers	2	3
ENG	111	Expository Writing	3	3
MAT	161/161A	College Algebra	3	4
		Science Course I	3	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>3</u>
			14	17
Second Semester (Spring)				
ENG	113	Literature-Based Research (or ENG 112)	3	3
MAT		Mathematics Elective	3	4
		Humanities/Fine Arts Course	3	3
		Science Course II	3	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>3</u>
			15	17
Third Semester (Fall)				
COM	231	Public Speaking	3	3
		History Requirement for		
		Social/Behavioral Sciences Course	3	3
		Humanities/Fine Arts Course	3	3
		Elective	3	3
		Elective	<u>3</u>	<u>3</u>
			15	15
Fourth Semester (Spring)				
ENG		Literature Requirement for		
		Humanities/Fine Arts	3	3
		Social/Behavioral Sciences Course	3	3
		Elective	3	3
		Elective	3	3
		Elective	<u>3</u>	<u>3</u>
			15	15
Program Totals			59	64

Health/Physical Education courses may be selected any semester.

Foreign Language courses may be selected in a sequence that meets the requirements of the receiving universities.

*Courses selected may vary according to requirements of the pre-major, senior institution, etc. Course sequence and hours may vary depending on courses selected.

This program is also offered in the evening schedule. See Evening Programs listing.

Curriculum Requirements for the ASSOCIATE IN SCIENCE (A.S.) DEGREE

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
ENG 111 and 112, 113 or 114 are required.	
Humanities/Fine Arts	12
1. Two courses must be selected from the following disciplines: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one course, but not more than two courses, must be a literature course.	
3. COM 231, Public Speaking, is required and is classified as a Humanities/Fine Arts course, but may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Four courses must be selected from at least three of the following disciplines: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
Natural Science/Mathematics	14
Natural Sciences	8
Select a two-course sequence, including accompanying laboratory work, from the biology, chemistry, or physics disciplines.	
*Mathematics	6
1. MAT 171 or higher is required.	
2. The other course may be a higher level math course or selected from other quantitative subjects.	
OTHER REQUIRED HOURS	20
Mathematics, Natural Sciences, Computer Science, and pre-major courses	14
Must include additional mathematics, natural sciences, and/or computer science courses that have been approved for transfer. Students should refer to Pre-Major Articulation Agreements before making selections for other required hours.	6
Recommended Courses	
Although these courses are not required , they are recommended for all students who have sufficient available credit hours.	
Computing	3
CIS 110	
Health/Physical Education	3
HEA 110, HEA 120 or PED 110 plus any PED activity course	
*Mathematics	1
MAT 171A or the lab associated with the selected mathematics course.	
Total Semester Hours	64

All college transfer courses submitted for graduation require a minimum grade of "C."

ASSOCIATE IN SCIENCE DEGREE

Day Program Model of Semester Course Sequence*

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	175	Precalculus	4	0	4
		First Science Sequence — Course I	3	3	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>0</u>	<u>3</u>
			15	5	17
Second Semester (Spring)					
ENG	113	Literature-Based Research (or ENG 112)	3	0	3
MAT	271	Calculus I	3	2	4
		First Science Sequence — Course II	3	3	4
		Humanities/Fine Arts Course	3	0	3
		Social/Behavioral Sciences Course	<u>3</u>	<u>0</u>	<u>3</u>
			15	5	17
Third Semester (Fall)					
COM	231	Public Speaking	3	0	3
MAT	272	Calculus II	3	2	4
		History Requirement for			
		Social/Behavioral Sciences	3	0	3
		Humanities/Fine Arts Course	3	0	3
		Second Science Sequence — Course I	<u>3</u>	<u>3</u>	<u>4</u>
			15	5	17
Fourth Semester (Spring)					
ENG		Literature Requirement for			
		Humanities/Fine Arts	3	0	3
MAT	273	Calculus III (Elective)	3	2	4
		Second Science Sequence — Course II	3	3	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>0</u>	<u>3</u>
			12	5	14
Program Totals			57	20	65

Health/Physical Education courses may be selected any semester.

Foreign Language courses may be selected in a sequence that meets the requirements of the receiving universities.

*Courses selected may vary according to requirements of the pre-major, senior institution, etc. Course sequence and hours may vary depending on courses selected.

This program is also offered in the evening schedule. See Evening Programs listing.

AFTERNOON PROGRAMS

The division of Arts and Sciences offers an afternoon series of classes leading to the A.A. or A.S. degree. If your schedule leaves you “in between,” then afternoon classes may be for you! The afternoon class starts are from 2:00 to 5:30 p.m. Monday through Thursday. This may provide a fast track to the completion of your degree. See the current schedule for class opportunities.

PRE-MAJOR ARTICULATION AGREEMENTS

Pre-major Articulation Agreements are agreements between the 16 member University of North Carolina system, *some* private colleges and universities, and the 58 North Carolina Community Colleges. The agreements state that if you follow one of the pre-major programs offered by the college (see list below), have no grade below “C,” and are *accepted* by the senior institution, you will enter as a junior in that major.

CAUTION: You **MUST** see your advisor before registering for one of these programs!

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE PRE-MAJOR PROGRAMS:

Associate in Arts

- Art Education
- Business Administration
- Business Education
- Criminal Justice
- English
- English Education
- Health Education
- History
- Marketing Education
- Nursing
- Physical Education
- Political Science
- Psychology
- Social Science Secondary Education
- Sociology

Associate in Science

- Biology
- Biology Education
- Chemistry
- Chemistry Education
- Computer Science
- Engineering
- Mathematics
- Mathematics Education

The following are *examples* of pre-major programs.

Pre-Major Associate in Arts Articulation Agreement

PSYCHOLOGY

This template has been developed by university and community college faculty as a blueprint for guiding students who intend to major in Psychology. Students who follow this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

General Education Core (44 SHC)* Students must complete the 44 SHC general education core requirements outlined on the NCCCS Curriculum Standards for Associate in Arts and Associate in Science degree programs. The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
Humanities/Fine Arts	12
1. Select four courses from at least three of the following discipline areas: art, drama, dance, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one course must be a literature course.	
3. Three SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
3. PSY 150 is required.	
Natural Sciences/Mathematics	14
Natural Sciences	8
1. Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.	
2. Either BIO 110 or BIO 111 is required.	
Mathematics	6
1. Select at least one course in introductory mathematics (college algebra, trigonometry, calculus, etc.)	
2. The other course may be selected from among other quantitative subjects such as computer science and statistics.	
3. MAT 161 or higher is required.	

OTHER REQUIRED HOURS 20-21*

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience may be included up to 1 SHC for career exploration.

Total Semester Hours

64-65

*Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Application to a University— Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Psychology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major — Grade point average requirements vary and admission is competitive across the several programs in Psychology.

**Pre-Major Associate in Science
Articulation Agreement
ENGINEERING**

This template has been developed by university and community college faculty as a blueprint for guiding students who intend to major in Engineering. Students who follow this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Students entering the Pre-Engineering Associate in Science Degree Program must demonstrate competency or complete the prerequisites required for MAT 271 and Calculus I.

General Education Core (44 SHC)* Students must complete the 44 SHC general education core requirements outlined on the NCCCS Curriculum Standards for Associate in Arts and Associate in Science degree programs. The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
Either ENG 112 or ENG 113 is required to satisfy the second English composition requirement. (ENG 113 is highly recommended to satisfy this requirement.)	
Humanities/Fine Arts	12
1. Select four courses from at least three of the following discipline areas: art, drama, dance, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. At least one course must be a literature course	
2. One of the following is required to satisfy the literature requirement: ENG 231, 232, 233, 241, 242, 243, 251, 252, 261, or 262.	
3. The following courses are highly recommended to satisfy the remaining 9 SHC of the Humanities/Fine Arts requirement: FRE, GER, ITA, RUS, or SPA 111; FRE, GER, ITA, RUS, or SPA 112; HUM 110.	
4. Three SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.	

Social/Behavioral Sciences 12

1. Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.
2. The following courses are required: ECO 251 or ECO 252; HIS 111 and HIS 112, or HIS 121 and 122, or HIS 131 and 132. (HIS 111 and 112 or HIS 121 and 122 are highly recommended to satisfy the history sequence requirement.)

Natural Sciences/Mathematics 16**Natural Sciences 8**

PHY 251 and PHY 252 are required.

Mathematics 8

MAT 271 and MAT 272 are required.

OTHER REQUIRED HOURS**18-19***

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience may be included up to 1 SHC for career exploration.

The Following Courses Are Required

CHM 151, MAT 273, MAT 285, and either CSC 134 or CSC 136.

Electives

Students should select one of the following courses to complete their program of study, depending on the engineering major selected and the university to which the student plans to transfer: CHM 152 or DFT 170.

Colleges currently approved by the Joint Committee on College Transfer Subcommittee on Engineering Transfer to offer statics and dynamics courses may continue to do so, pending approval of the revised semester courses.

Total Semester Hours**64-65**

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Application to a University — Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in science degree, students who meet the requirements outlined in this pre-major articulation agreement for Engineering will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: NCA&T, NCSU, UNC-C.

Admission to the Major — Grade point average requirements vary and admission is competitive across the several programs in Engineering. In choosing courses to meet both general education core requirements and other required hours, students should seek advice based on the program and track into which they desire to transfer.

GENERAL OCCUPATIONAL TECHNOLOGY

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

GENERAL OCCUPATIONAL TECHNOLOGY Diploma

This program consists of:	Credit Hrs.
Major Courses (see list)	30
General Education Courses	6
 PROGRAM TOTAL	 36

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
General Education					
COM 231	Public Speaking		3	0	3
ENG 111	Expository Writing		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
Major Hours*					
BIO 168	Anatomy and Physiology I		3	3	4
BIO 169	Anatomy and Physiology II		3	3	4
CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
OST 131	Keyboarding**		1	2	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			11	10	15

Other Major Hours*15

- May include:
- (a) any transferrable course with prefix ANT, ART, BIO, CHM, COM, DRA, ENG, FRE, GEO, HEA, HIS, HUM, MAT, MUS, PED, PHI, PHY, POL, PSY, REL, SOC, or SPA;
 - (b) any associate degree-level Allied Health/Public Service Education division course work with prefix BIO, CHM, CJC, COE, DEN, EDU, EMS, HSE, MLT, NUR, RAD, SAB, or SWK;
 - (c) any associate degree-level course with prefix ACC, BUS, CIS, ECO, MKT, NUT, or OST.

*All courses in these lists must have a minimum grade of "C."
**Students will be tested for keyboarding skill prerequisite. If proficient in keyboarding, OST 136, Word Processing, may be taken.

This program is also offered in the evening schedule. See Evening Programs listing.

GENERAL OCCUPATIONAL TECHNOLOGY
Associate in Applied Science Degree

This program consists of:	Credit Hrs.
Major Courses (see list)	49
Related and General Education	
Courses Including:	15
English/Oral Communications	6
Humanities/Fine Arts	3
Natural Sciences/Mathematics	3
Social Science	3
 PROGRAM TOTAL	 64

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
General Education					
COM 231	Public Speaking		3	0	3
ENG 111	Expository Writing		3	0	3
HUM 115	Critical Thinking		3	0	3
MAT 115	Mathematical Models (or MAT155 or MAT161)		2	2	3
SOC 215	Group Processes (or SOC225 or SOC240)		<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
Major Hours*					
BIO 168	Anatomy and Physiology I		3	3	4
BIO 169	Anatomy and Physiology II		3	3	4
BUS 137	Introduction to Management		3	0	3
CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
OST 131	Keyboarding**		1	2	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			14	10	18

Other Major Hours* 31

May include:

- (a) any transferrable course with prefix ANT, ART, BIO, CHM, COM, DRA, ENG, FRE, GEO, HEA, HIS, HUM, MAT, MUS, PED, PHI, PHY, POL, PSY, REL, SOC, or SPA;
- (b) any associate degree-level Allied Health/Public Service Education division course work with prefix BIO, CHM, CJC, COE, DEN, EDU, EMS, HSE, MLT, NUR, RAD, SAB, or SWK;
- (c) any associate degree-level course with prefix ACC, BUS, CIS, ECO, MKT, NUT, or OST.

Program Totals 64

Courses must be approved by advisor before registration.

*All courses in these lists must have a minimum grade of "C."
**Students will be tested for keyboarding skill prerequisite. If proficient in keyboarding, OST 136, Word Processing, may be taken.

This program is also offered in the evening schedule. See Evening Programs listing.

EVENING

programs

**EVENING PROGRAMS IN ALLIED
HEALTH AND PUBLIC SERVICE
EDUCATION**

**BASIC LAW ENFORCEMENT TRAINING
Certificate Program**

This program consists of: Credit Hrs.
18
One Major Course

			Hrs. Per Week	Credit
			Class Lab	Hrs.
CJC	100	Basic Law Enforcement Training	9 27	18

**CRIMINAL JUSTICE TECHNOLOGY
Associate in Applied Science Degree**

			Hrs. Per Week	Credit
			Class Lab	Hrs.
First Semester (Fall)				
CIS	111	Basic PC Literacy	1 2	2
CJC	111	Introduction to Criminal Justice	3 0	3
CJC	121	Law Enforcement Operations	3 0	3
CJC	231	Constitutional Law	<u>3</u> <u>0</u>	<u>3</u>
			10 2	11
Second Semester (Spring)				
CJC	112	Criminology	3 0	3
CJC	132	Court Procedure and Evidence	3 0	3
CJC	151	Introduction to Loss Prevention	3 0	3
ENG	111	Expository Writing	<u>3</u> <u>0</u>	<u>3</u>
			12 0	12
Third Semester (Summer)				
CJC	131	Criminal Law	3 0	3
ENG	114	Professional Research and Reporting	<u>3</u> <u>0</u>	<u>3</u>
			6 0	6
Fourth Semester (Fall)				
CJC	113	Juvenile Justice	3 0	3
CJC	114	Investigative Photography	1 2	2
CJC	221	Investigative Principles	<u>3</u> <u>2</u>	<u>4</u>
			7 4	9
Fifth Semester (Spring)				
CJC	122	Community Policing	3 0	3
CJC	213	Substance Abuse	3 0	3
MAT	115	Mathematical Models (or MAT 161)	2 2	3
PED	110	Fit and Well for Life	<u>1</u> <u>2</u>	<u>2</u>
			9 4	11
Sixth Semester (Summer)				
CJC	222	Criminalistics	3 0	3
HUM	115	Critical Thinking	<u>3</u> <u>0</u>	<u>3</u>
			6 0	6

Seventh Semester (Fall)

CJC 215	Organization and Administration	3	0	3
COM 231	Public Speaking	3	0	3
SOC 225	Social Diversity	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

Eighth Semester (Spring)

CJC 211	Counseling (or CJC 141)	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
CJC 214	Victimology	3	0	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

Program Totals	71	10	76
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SOCIAL SERVICES
Associate in Applied Science Degree

		Hrs. Per Week			Credit
		Class	Lab	Exp.	Hrs.
First Semester (Fall)					
CIS 110	Introduction to Computers	2	2	0	3
HSE 112	Group Process I	1	2	0	2
PSY 150	General Psychology	3	0	0	3
SWK 110	Introduction to Social Work	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	4	0	11
Second Semester (Spring)					
ENG 111	Expository Writing	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SWK 115	Community Resources	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	4	0	12
Third Semester (Summer)					
HUM 115	Critical Thinking	3	0	0	3
SWK 113	Working with Diversity	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Fourth Semester (Fall)					
HSE 123	Interviewing Techniques	2	2	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Fifth Semester (Spring)					
HSE 225	Crisis Intervention	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
SWK 220	Social Work in Client Services	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Sixth Semester (Summer)					
HSE 125	Counseling	2	2	0	3
HSE 220	Case Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6

Seventh Semester (Fall)

DDT 110	Developmental Disability	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
SAB 110	Substance Abuse Overview	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9

Eighth Semester (Spring)

*COE 111SS	Co-op Work Experience I	0	0	10	1
*COE 115SS	Work Experience Seminar I	1	0	0	1
HSE 210	Human Services Issues	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		3	0	10	4

Ninth Semester (Summer)

*COE 121SS	Co-op Work Experience II	0	0	10	1
*COE 125SS	Work Experience Seminar II	1	0	0	1
SWK 214	Social Work Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		4	0	10	5

Program Totals	61	16	20	71
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*COE courses must be taken during the *day* schedule.

Evening Programs in Business and Hospitality Education

133

ACCOUNTING

Associate in Applied Science

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
ACC	120	Principles of Accounting I	3	2	4
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	2	7
Second Semester (Spring)					
ACC	121	Principles of Accounting II	3	2	4
CIS	110	Introduction to Computers	2	2	3
MAT	115	Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>
			7	6	10
Third Semester (Summer)					
ACC	240	Government and Not-for-Profit Accounting	3	0	3
BUS	137	Principles of Management	3	0	3
ENG	114	Professional Research and Reporting	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Fourth Semester (Fall)					
ACC	129	Individual Income Taxes	2	2	3
BUS	115	Business Law I	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
Fifth Semester (Spring)					
ACC	125	Mathematics of Finance	3	0	3
ACC	130	Business Income Taxes	2	2	3
CIS	120	Spreadsheet I	2	2	3
ECO	252	Principles of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			10	4	12
Sixth Semester (Summer)					
ACC	150	Computerized General Ledger	1	2	2
BUS	225	Business Finance	<u>2</u>	<u>2</u>	<u>3</u>
			3	4	5
Seventh Semester (Fall)					
ACC	220	Intermediate Accounting I	3	2	4
ACC	225	Cost Accounting	3	0	3
BUS	147	Business Insurance	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Eighth Semester (Spring)					
ACC	221	Intermediate Accounting II	3	2	4
ACC	269	Auditing	3	0	3
COM	231	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Program Totals			64	22	75

BUSINESS ADMINISTRATION

Associate in Applied Science

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
ACC	120	Principles of Accounting I	3	2	4
BUS	110	Introduction to Business	3	0	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Second Semester (Spring)					
ACC	121	Principles of Accounting II	3	2	4
CIS	110	Introduction to Computers	2	2	3
MAT	115	Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>
			7	6	10
Third Semester (Summer)					
BUS	137	Principles of Management	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
OST	136	Word Processing	<u>1</u>	<u>2</u>	<u>2</u>
			7	2	8
Fourth Semester (Fall)					
BUS	115	Business Law I	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
MKT	120	Principles of Marketing	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
Fifth Semester (Spring)					
ACC	125	Mathematics of Finance	3	0	3
BUS	135	Principles of Supervision	3	0	3
CIS	120	Spreadsheet I	2	2	3
ECO	252	Principles of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
Sixth Semester (Summer)					
ACC	129	Individual Income Taxes	2	2	3
BUS	225	Business Finance	<u>2</u>	<u>2</u>	<u>3</u>
			4	4	6
Seventh Semester (Fall)					
BUS	147	Business Insurance	3	0	3
BUS	230	Small Business Management	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Eighth Semester (Spring)					
BUS	239	Business Applications Seminar I	1	2	2
COM	231	Public Speaking	3	0	3
			<u>3</u>	<u>0</u>	<u>3</u>
			7	2	8
Program Totals			66	18	75

*Approved Related Electives:

ACC 225	Cost Accounting	ISC 131	Quality Management
BUS 116	Business Law II	MKT 121	Retailing
BUS 153	Human Resources Management	MKT 123	Fundamentals of Selling
BUS 240	Business Ethics	MKT 220	Advertising and Sales Promotion
BUS 260	Business Communication	MKT 221	Consumer Behavior
BUS 270	Professional Development	MKT 224	International Marketing

COMPUTER PROGRAMMING

Associate in Applied Science Degree

(Begins in even years only)

				Hrs. Per Week		Credit
				Class	Lab	Hrs.
First Semester (Fall)						
CIS 110	Introduction to Computers			2	2	3
ENG 111	Expository Writing			3	0	3
MAT 121	Algebra/Trigonometry I			2	2	3
PSY 150	General Psychology			<u>3</u>	<u>0</u>	<u>3</u>
				10	4	12
Second Semester (Spring)						
ACC 120	Principles of Accounting I			3	2	4
CIS 115	Introduction to Programming and Logic			2	2	3
COM 231	Public Speaking			<u>3</u>	<u>0</u>	<u>3</u>
				8	4	10
Third Semester (Summer)						
CIS 130	Survey of Operating Systems			2	3	3
	Programming Elective*			<u>2</u>	<u>3</u>	<u>3</u>
				4	6	6
Fourth Semester (Fall)						
CIS 152	Database Concepts and Applications			2	2	3
NET 110	Data Communications and Networking			2	2	3
	Advanced Programming Elective*			<u>2</u>	<u>3</u>	<u>3</u>
				6	7	9
Fifth Semester (Spring)						
CIS 244	Operating Systems — AS/400			2	3	3
CSC 134	C++ Programming			<u>2</u>	<u>3</u>	<u>3</u>
				4	6	6
Sixth Semester (Summer)						
CSC 143	Object-Oriented Programming			2	3	3
	Programming Elective*			<u>2</u>	<u>3</u>	<u>3</u>
				4	6	6
Seventh Semester (Fall)						
CIS 215	Hardware Installation and Maintenance			2	3	3
	Advanced Programming Elective*			<u>2</u>	<u>3</u>	<u>3</u>
				4	6	6
Eighth Semester (Spring)						
CIS 163	Programming Interfaces Internet			2	2	3
CIS 286	Systems Analysis and Design			3	0	3
HUM	Humanities Elective			<u>3</u>	<u>0</u>	<u>3</u>
				8	2	9

Ninth Semester (Summer)

CIS 148	Operating Systems — Windows NT	2	2	3
CSC 293	Selected Topics in Comp. Programming	1	4	3
	Major Elective	<u>2</u>	<u>2</u>	<u>3</u>
		5	8	9

Program Totals

53	50	73
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*Programming Elective: Select two from CSC 135, CSC 138, CSC 139.

*Advanced Programming Elective: Select two from CSC 235, CSC 238, CSC 239.

*Operating Systems Elective: Select one from CIS 157, CIS 216, CIS 217, CIS 226, CIS 245, CIS 246, COE 211 IS, COE 212 IS, COE 213 IS, COE 215 IS, NET 120.

INFORMATION SYSTEMS

Associate in Applied Science Degree

(Begins in even years only)

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	<u>2</u>	<u>2</u>	<u>3</u>
		7	4	9
Second Semester (Spring)				
CIS 115	Introduction to Programming and Logic	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
COM 231	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		7	5	9
Third Semester (Summer)				
CSC 139	Visual Basic Programming	2	3	3
HUM	Humanities Elective	3	0	3
OST 136	Word Processing	<u>1</u>	<u>2</u>	<u>2</u>
		6	5	8
Fourth Semester (Fall)				
ACC 120	Principles of Accounting I	3	2	4
CIS 165	Desktop Publishing I	2	2	3
NET 110	Data Communications and Networking	<u>2</u>	<u>2</u>	<u>3</u>
		7	6	10
Fifth Semester (Spring)				
CIS 120	Spreadsheet I	2	2	3
NET 120	Network Installation and Administration I	2	2	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		7	4	9
Sixth Semester (Summer)				
CIS 152	Database Concepts and Applications	2	2	3
CIS 215	Hardware Installation and Maintenance	<u>2</u>	<u>3</u>	<u>3</u>
		4	5	6

Seventh Semester (Fall)

CIS 148	Operating Systems — Windows NT	2	2	3
CIS 216	Software Installation and Maintenance	1	2	2
CIS 226	Trends in Technology	1	2	2
	Major Elective*	<u>2</u>	<u>3</u>	<u>3</u>
		6	9	10

Eighth Semester (Spring)

CIS 217	Computer Training and Support	2	2	3
CIS 286	Systems Analysis and Design	3	0	3
CIS 293	Selected Topics in Information Systems	<u>2</u>	<u>2</u>	<u>3</u>
		7	4	9

Ninth Semester (Summer)

CIS 170	Technical Support Functions I	2	2	3
CIS 288	Systems Project	<u>1</u>	<u>4</u>	<u>3</u>
		3	6	6

Program Totals**54 48 76***

*The credit hours total includes a minimum of three credit hours of Major electives to be selected from the following: ACC 150, CIS 148, CIS 244, CIS 245, CIS 246, COE 211 IS, COE 212 IS, COE 213 IS, COE 215 IS, CSC 138, CSC 143.

MARKETING AND RETAILING

Associate in Applied Science Degree

		Hrs. Per Week	Credit
		Class	Lab Hrs.
First Semester (Fall)			
ACC 120	Principles of Accounting I	3	2 4
BUS 110	Introduction to Business	3	0 3
ENG 111	Expository Writing	<u>3</u>	<u>0</u> <u>3</u>
		9	2 10
Second Semester (Spring)			
ACC 121	Principles of Accounting II	3	2 4
CIS 110	Introduction to Computers	2	2 3
MAT 115	Mathematical Models	<u>2</u>	<u>2</u> <u>3</u>
		7	6 10
Third Semester (Summer)			
BUS 137	Principles of Management	3	0 3
ENG 114	Professional Research and Reporting	3	0 3
OST 136	Word Processing	<u>1</u>	<u>2</u> <u>2</u>
		7	2 8
Fourth Semester (Fall)			
BUS 115	Business Law I	3	0 3
ECO 251	Principles of Microeconomics	3	0 3
MKT 120	Principles of Marketing	3	0 3
	Related Elective*	<u>3</u>	<u>0</u> <u>3</u>
		12	0 12
Fifth Semester (Spring)			
BUS 135	Principles of Supervision	3	0 3
ECO 252	Principles of Macroeconomics	3	0 3
MKT 121	Retailing	3	0 3
MKT 220	Advertising and Sales Promotion	<u>3</u>	<u>0</u> <u>3</u>
		12	0 12

Sixth Semester (Summer)

MKT 122	Visual Merchandising	3	0	3
MKT 221	Consumer Behavior	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Seventh Semester (Fall)

COM 231	Public Speaking	3	0	3
MKT 123	Fundamentals of Selling	3	0	3
	Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

Eighth Semester (Spring)

MKT 224	International Marketing	3	0	3
MKT 225	Marketing Research	3	0	3
MKT 227	Marketing Applications	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

Program Totals**71 10 76**

*Approved Related Electives:

BUS 116	Business Law II	BUS 230	Small Business Management
BUS 147	Business Insurance	BUS 240	Business Ethics
BUS 153	Human Resources Mgmt.	BUS 260	Business Communication
BUS 225	Business Finance	BUS 270	Professional Development

MEDICAL TRANSCRIPTION**Diploma**

(Begins in even years only)

		Hrs. Per Week			Credit
		Class	Lab	Co-op	Hrs.
First Semester (Fall)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CIS 110	Introduction to Computers	2	2	0	3
OST 164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	4	0	11
Second Semester (Spring)					
MED 121	Medical Terminology I	3	0	0	3
OST 134	Text Entry and Formatting	3	2	0	4
OST 136	Word Processing	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7	4	0	9
Third Semester (Summer)					
MED 122	Medical Terminology II	3	0	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 286	Professional Development	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		6	2	0	7
Fourth Semester (Fall)					
ENG 111	Expository Writing	3	0	0	3
OST 201	Medical Transcription I	3	2	0	4
OST 244	Medical Document Production	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7	4	0	9

Fifth Semester (Spring)						
MED	292	Selected Topics in Med. Transcription	2	0	0	2
OST	202	Medical Transcription II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			5	2	0	6
Sixth Semester (Summer)						
COE	111	Co-op Work Experience	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
			0	0	10	1
Program Totals			34	16	10	43

OFFICE SYSTEMS TECHNOLOGY

Diploma

(Begins in even years only)

Credits toward the A.A.S. degree in Office Systems Technology may be given to persons holding the Certified Professional Secretary rating. If interested, those holding this certification should contact the Chairperson, Department of Computer Technologies. Persons interested in becoming a candidate for the certification can obtain information from the Institute for Certifying Secretaries, 2440 Pershing Road, Suite 6, 10 Crown Center, Kansas City, Missouri 64108.

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
OST 131	Keyboarding	<u>1</u>	<u>2</u>	<u>2</u>
		6	4	8
Second Semester (Spring)				
ACC 120	Principles of Accounting I	3	2	4
OST 134	Text Entry and Formatting	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8
Third Semester (Summer)				
ACC 140	Payroll Accounting	1	2	2
OST 132	Keyboard Skill Building	1	2	2
OST 136	Word Processing	1	2	2
OST 184	Records Management	<u>1</u>	<u>2</u>	<u>2</u>
		4	8	8
Fourth Semester (Fall)				
CIS 120	Spreadsheet I	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 236	Advanced Word/Information Processing	<u>2</u>	<u>2</u>	<u>3</u>
		7	4	9
Fifth Semester (Spring)				
COM 231	Public Speaking	3	0	3
OST 286	Professional Development	2	0	2
OST 289	Office Systems Management	<u>2</u>	<u>2</u>	<u>3</u>
		7	2	8
Program Totals		30	22	41

NOTE: PSY 150, General Psychology, and MAT 115, Mathematical Models, are also required along with additional courses if the Office Systems Technology degree is sought. The *degree* program is only offered during the day.

OPERATIONS MANAGEMENT

Associate in Applied Science Degree

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
ACC	120	Principles of Accounting I	3	2	4
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			8	4	10
Second Semester (Spring)					
CIS	120	Spreadsheet I	2	2	3
ENG	114	Professional Research and Reporting	3	0	3
MAT	121	Algebra/Trigonometry	<u>2</u>	<u>2</u>	<u>3</u>
			7	4	9
Third Semester (Summer)					
BUS	137	Principles of Management	3	0	3
COM	231	Public Speaking	3	0	3
ISC	121	Environmental Health and Safety	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Fourth Semester (Fall)					
ISC	131	Quality Management	3	0	3
ISC	221	Statistical Quality Control	3	0	3
MKT	120	Principles of Marketing	3	0	3
		Technical Elective**	<u>1</u>	<u>2</u>	<u>2</u>
			10	2	11
Fifth Semester (Spring)					
ISC	210	Production and Operations Planning	3	0	3
ISC	225	Facility Layout	3	2	4
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Sixth Semester (Summer)					
OMT	112	Materials Management	3	0	3
		Related Elective*	3	0	3
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Seventh Semester (Fall)					
BUS	115	Business Law I	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Eighth Semester (Spring)					
ECO	252	Principles of Macroeconomics	3	0	3
OMT	260	Issues in Operations Management	3	0	3
		Related Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Program Totals			70	12	76

*Approved Related Electives:

ACC 121	Principles of Accounting II	MKT 224	International Marketing
ACC 225	Cost Accounting	OMT 132	ISO 9000 Standards
BUS 135	Principles of Supervision	OMT 133	ISO 9000 Internal Auditor
BUS 153	Human Resource Mgmt.		
BUS 260	Business Communication	**Approved Technical Electives:	
BUS 270	Professional Development	BPR 111	Blueprint Reading
ISC 132	Manufacturing Quality Control	DFT 121	Introduction to Geometric Dimensioning and Tolerancing
ISC 212	Metrology		
ISC 277	Quality Technology	OST 136	Word Processing

QUALITY TECHNOLOGY

The Quality Technology Program is a certificate track under the Operations Management curriculum. It is designed to prepare students for leadership roles in modern quality systems operations. Knowledge training focuses on the principles of Total Quality Management and the practical implementation of a quality system that complies with key standards such as ISO/QS-9000.

Students will be able to manage calibration and metrology programs, develop and control quality systems documentation (manuals and work instructions), conduct internal system audits, perform quality improvement cost assessments, use statistical techniques to document and control manufacturing or service industry processes, and manage a vendor certification program.

All courses in the Quality Technology Certificate will apply toward completion of the Operations Management associate degree program.

QUALITY TECHNOLOGY
Certificate

				Hrs. Per Week		Credit
				Class	Lab	Hrs.
First Semester (Fall)						
ISC 132	Manufacturing Quality Control	2	3	3		
ISC 221	Statistical Quality Control	<u>3</u>	<u>0</u>	<u>3</u>		
		5	3	6		
Second Semester (Spring)						
ISC 277	Quality Technology	4	0	4		
OMT 132	ISO 9000 Standards	<u>3</u>	<u>0</u>	<u>3</u>		
		7	0	7		
Third Semester (Summer)						
ISC 212	Metrology	1	2	2		
OMT 133	ISO 9000 Internal Auditor	<u>3</u>	<u>0</u>	<u>3</u>		
		4	2	5		
Program Totals				16	5	18

REAL ESTATE

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

REAL ESTATE Certificate

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
RLS	112	Real Estate Fundamentals	4	0	4
RLS	113	Real Estate Mathematics	<u>2</u>	<u>0</u>	<u>2</u>
			6	0	6
Second Semester (Spring)					
RLS	114	Real Estate Brokerage	2	0	2
RLS	115	Real Estate Finance	2	0	2
RLS	116	Real Estate Law	<u>2</u>	<u>0</u>	<u>2</u>
			6	0	6
Program Totals			12	0	12

Note: RLS 114, 115, and 116 will be offered in an eight week mini-mester during second semester.

REAL ESTATE APPRAISAL

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

REAL ESTATE APPRAISAL Certificate

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
REA 101 Introduction to Real Estate Appraisal R-1	2	0	2
REA 102 Valuation Principles and Practices R-2	<u>2</u>	<u>0</u>	<u>2</u>
	4	0	4
Second Semester (Spring)			
REA 103 Applied Residential Property Valuation R-3	2	0	2
REA 201 Introduction to Income Property Appraisal G-1	<u>2</u>	<u>0</u>	<u>2</u>
	4	0	4
Third Semester (Fall)			
REA 202 Adv. Income Capitalization Procedures G-2	2	0	2
REA 203 Applied Income Property Valuation G-3	<u>2</u>	<u>0</u>	<u>2</u>
	4	0	4
Program Totals	12	0	12

Note: Each course will be offered in an eight week mini-mester format. Courses must be taken in sequence. State licensure or certification requires an examination and a substantial experience component. Please contact the Real Estate Program Coordinator for additional information before enrolling.

**EVENING PROGRAMS IN ENGINEERING
AND APPLIED TECHNOLOGY**

**AIR CONDITIONING, HEATING, AND
REFRIGERATION TECHNOLOGY
Diploma**

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
AHR	111	HVACR Electricity	2	2	3
AHR	112	Heating Technology	2	4	4
WLD	112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
			5	9	9
Second Semester (Spring)					
AHR	120	HVACR Maintenance	1	3	2
AHR	130	HVAC Controls	2	2	3
ELC	125	Diagrams and Schematics	1	2	2
ENG	102	Applied Communications II (or ENG 111)	<u>3</u>	<u>0</u>	<u>3</u>
			7	7	10
Third Semester (Summer)					
AHR	110	Introduction to Refrigeration	2	6	5
Fourth Semester (Fall)					
AHR	113	Comfort Cooling	2	4	4
AHR	125	HVAC Electronics	1	3	2
BPR	135	Schematics and Diagrams	<u>2</u>	<u>0</u>	<u>2</u>
			5	7	8
Fifth Semester (Spring)					
AHR	115	Refrigeration Systems	1	3	2
PHY	122	Applied Physics II	<u>3</u>	<u>2</u>	<u>4</u>
			4	5	6
Sixth Semester (Summer)					
AHR	114	Heat Pump Technology	2	4	4
Program Totals			25	38	42

AIR CONDITIONING, HEATING, AND
REFRIGERATION TECHNOLOGY
Associate in Applied Science Degree

			Credit Hrs.	
This Program Consists of:				
Major Courses (AHR Prefix)			50	
Related and General Education			23	
Courses including:				
Communications			6	
Humanities/Fine Arts			3	
Natural Science/Mathematics			4	
Social Science			3	
Other			7	
PROGRAM TOTAL			73	
			Hrs. Per Week	Credit
			Class Lab	Hrs.
First Semester (Fall)				
AHR	111	HVACR Electricity	2	3
AHR	112	Heating Technology	2	4
WLD	112	Basic Welding Processes	<u>1</u>	<u>2</u>
			5	9
Second Semester (Spring)				
AHR	120	HVACR Maintenance	1	2
AHR	130	HVAC Controls	2	3
ELC	125	Diagrams and Schematics	1	2
ENG	111	Expository Writing	<u>3</u>	<u>3</u>
			7	10
Third Semester (Summer)				
AHR	110	Introduction to Refrigeration	2	5
Fourth Semester (Fall)				
AHR	113	Comfort Cooling	2	4
AHR	125	HVAC Electronics	1	2
BPR	135	Schematics and Diagrams	<u>2</u>	<u>2</u>
			5	8
Fifth Semester (Spring)				
AHR	115	Refrigeration Systems	1	2
PHY	122	Applied Physics II	<u>3</u>	<u>4</u>
			4	6
Sixth Semester (Summer)				
AHR	114	Heat Pump Technology	2	4
Seventh Semester (Fall)				
AHR	211	Residential Systems Design	2	3
CIS	111	Basic PC Literacy	1	2
COM	231	Public Speaking	<u>3</u>	<u>3</u>
			6	8

Eighth Semester (Spring)

AHR 212	Advanced Comfort Systems	2	6	4
ISC 121	Environmental Health and Safety	<u>3</u>	<u>0</u>	<u>3</u>
		5	6	7

Ninth Semester (Summer)

HYD 110	Hydraulics and Pneumatics	2	3	3
SOC 215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	6

Tenth Semester (Fall)

AHR 210	Residential Building Code/HVAC	1	2	2
HUM 115	Critical Thinking	<u>3</u>	<u>0</u>	<u>3</u>
		4	2	5

Eleventh Semester (Spring)

ELC 128	Introduction to PLC	2	3	3
Program Totals		47	56	71

The Associate in Applied Science Degree program may be taken upon completion of the day or evening Diploma program.

**AUTOMOTIVE SYSTEMS TECHNOLOGY
Diploma***

	Credit Hrs.
This Program Consists of:	
Major Courses (AUT, COE Prefix)	29
Related and General Education	6
Courses including:	
Communications	3
Natural Science/Mathematics	3
PROGRAM TOTAL	35

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
AUT 115	Engine Fundamentals	2	3
ENG 102	Applied Communications II (or ENG 111)	3	0
MAT 101	Applied Mathematics I	<u>2</u>	<u>2</u>
	(or MAT 121 or PHY 122)		
	7	5	9
Second Semester (Spring)			
AUT 161	Electrical Systems	2	6
AUT 171	Heating and Air Conditioning	<u>2</u>	<u>3</u>
	4	9	7
Third Semester (Summer)			
AUT 183	Engine Performance - Fuel	2	3
AUT 184	Engine Performance - Fuel Lab	<u>0</u>	<u>3</u>
	2	6	4

Fourth Semester (Fall)

AUT 151	Brakes	2	2	3
AUT 152	Brake Systems Lab	0	2	1
AUT 181A	Engine Performance - Electrical	1	1.5	1.5
AUT 182A	Engine Performance - Electrical Lab	<u>0</u>	<u>1.5</u>	<u>0.5</u>
		3	7	6

Fifth Semester (Spring)

AUT 141	Suspension and Steering	2	4	4
AUT 181B	Engine Performance - Electrical	1	1.5	1.5
AUT 182B	Engine Performance - Electrical Lab	<u>0</u>	<u>1.5</u>	<u>0.5</u>
		3	7	6

Sixth Semester (Summer)

AUT 231	Manual Drive Trains/Axles	2	3	3
AUT 232	Manual Drive Trains/Axles	<u>0</u>	<u>3</u>	<u>1</u>
		2	6	4

Program Totals	21	36	35
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*Students may take Cooperative Work Experience, (COE 112A, COE 113A and COE 123A) during the day for transfer into the Degree program in Automotive Systems Technology.

MECHANICAL DRAFTING TECHNOLOGY —
CAD SYSTEMS MANAGEMENT
Associate in Applied Science Degree
(Begins in odd years only)

		Hrs. Per Week	Credit
		Class	Lab Hrs.
First Semester (Fall)			
DFT 111	Technical Drafting I	2	6 4
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u> <u>3</u>
		4	8 7
Second Semester (Spring)			
DFT 151	CAD I	2	3 3
PHY 122	Applied Physics II (or MAT 121/121A or MAT 161/161A)	<u>3</u>	<u>2</u> <u>4</u>
		5	5 7
Third Semester (Summer)			
DFT 152	CAD II	2	3 3
MAC 114	Introduction to Metrology	<u>2</u>	<u>0</u> <u>2</u>
		4	3 5
Fourth Semester (Fall)			
DFT 112	Technical Drafting II	2	6 4
ENG 111	Expository Writing	<u>3</u>	<u>0</u> <u>3</u>
		5	6 7
Fifth Semester (Spring)			
DFT 153	CAD III	2	3 3
MEC 161	Manufacturing Processes I	<u>3</u>	<u>0</u> <u>3</u>
		5	3 6

Sixth Semester (Summer)

COM 231	Public Speaking	3	0	3
DFT 252	Solid Models and Rendering	<u>2</u>	<u>2</u>	<u>3</u>
		5	2	6

Seventh Semester (Fall)

DDF 211	Design Drafting I	2	6	4
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Eighth Semester (Spring)

CIS 130	Survey of Operating Systems	2	3	3
DFT 121	Introduction to Geometric Dimensioning and Tolerancing	1	2	2
HUM 115	Critical Thinking	3	0	3
MEC 110	Introduction to CAD/CAM	<u>1</u>	<u>2</u>	<u>2</u>
		7	7	10

Ninth Semester (Summer)

DFT 251	Customizing CAD Software	2	2	3
SOC 215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
		5	2	6

Tenth Semester (Fall)

DFT 253	CAD Data Management	2	2	3
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Eleventh Semester (Spring)

DDF 221	Design Drafting Project	0	4	2
DFT 259	CAD Project	<u>1</u>	<u>4</u>	<u>3</u>
		1	8	5

Program Totals	45	52	72*
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*Includes 6 hours of electives to be selected from: CIS 152, DFT 115, MAC 121, MAC 122, MAC 152, MEC 142, and MEC 180.

**CARPENTRY
Diploma**

(Begins Only in Odd Years)

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
BPR 130	Blueprint Reading/Construction	1	2	2
CAR 111A	Carpentry I	3	6	5
MAT 101	Applied Mathematics I (or PHY 122)	<u>2</u>	<u>2</u>	<u>3</u>
		6	10	10
Second Semester (Spring)				
CAB 111A	Cabinetmaking I	4	3	5
CAR 111B	Carpentry I	<u>1</u>	<u>9</u>	<u>4</u>
		5	12	9
Third Semester (Summer)				
CAB 111B	Cabinetmaking I	0	6	2
CAR 112A	Carpentry II	<u>3</u>	<u>3</u>	<u>4</u>
		3	9	6

Fourth Semester (Fall)

CAR 112B	Carpentry II	1	12	5
CAR 115	Residential Planning and Estimating	<u>3</u>	<u>0</u>	<u>3</u>
		4	12	8

Fifth Semester (Spring)

CAR 113	Carpentry III	3	9	6
ENG 102	Applied Communications II	<u>3</u>	<u>0</u>	<u>3</u>
		6	9	9

Sixth Semester (Summer)

DFT 115	Architectural Drafting	1	2	2
DFT 119	Basic CAD	<u>1</u>	<u>2</u>	<u>2</u>
		2	4	4

Program Totals	26	56	46
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CIVIL ENGINEERING TECHNOLOGY
Associate in Applied Science Degree
(Begins in odd years only)

		Hrs. Per Week	Credit
		Class	Lab Hrs.
First Semester (Fall)			
CIS 111	Basic Personal Computer Literacy	1	2
EGR 115	Introduction to Engineering Technology	2	6
MAT 121	Algebra/Trigonometry I (or MAT 161)	<u>2</u>	<u>2</u>
		5	10
Second Semester (Spring)			
DFT 111	Technical Drafting II	2	6
ENG 111	Expository Writing	3	0
MAT 122	Algebra/Trigonometry II (or MAT 162)	<u>2</u>	<u>2</u>
		7	8
Third Semester (Summer)			
SRV 110	Surveying I	2	6
Fourth Semester (Fall)			
CIV 110	Statics/Strength of Materials	2	6
SRV 111	Surveying II	<u>2</u>	<u>6</u>
		4	12
Fifth Semester (Spring)			
CIV 111	Soils and Foundations	2	3
CIV 210	Engineering Materials	1	3
ENG 114	Project Research and Reporting	<u>3</u>	<u>0</u>
		6	6
Sixth Semester (Summer)			
CIV 211	Hydraulics and Hydrology	2	3
PHY 131	Physics — Mechanics	<u>3</u>	<u>2</u>
		5	5
Seventh Semester (Fall)			
CIV 125	Civil/Surveying CAD	1	6
CIV 215	Highway Technology	1	3
CIV 220	Basic Structure Concepts	<u>1</u>	<u>3</u>
		3	12

Eighth Semester (Spring)

CIV	212	Environmental Planning	2	3	3
CIV	221	Steel and Timber Design	2	3	3
CIV	230	Construction Estimates	<u>2</u>	<u>3</u>	<u>3</u>
			6	9	9

Ninth Semester (Summer)

CIV	240	Project Management	2	3	3
CIV	250	Civil Engineering Technology Project	<u>1</u>	<u>3</u>	<u>2</u>
			3	6	5

Tenth Semester (Fall)

CIV	222	Reinforced Concrete	2	3	3
HUM	115	Critical Thinking	3	0	3
SOC	215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
			8	3	9

Program Totals	49	77	76
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**ELECTRICAL / ELECTRONICS
TECHNOLOGY**

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, includes such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

**ELECTRICAL/ELECTRONICS TECHNOLOGY
Associate in Applied Science Degree**

	Credit Hrs.
This Program Consists of:	
Major Courses (ELC, ELN Prefix)	43
Related and General Education	28
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	10
Social Science	3
Other	6
PROGRAM TOTAL	71

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	110	Introduction to Computers	2	2	3
ELN	152	Fabrication Techniques	1	3	2
MAT	121	Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>3</u>
			5	7	8
Second Semester (Spring)					
ELC	112	DC/AC Electricity (or ELC 131)	3	6	5
MAT	122	Algebra/Trigonometry II	<u>2</u>	<u>2</u>	<u>3</u>
			5	8	8
Third Semester (Summer)					
ELN	131	Electronic Devices	3	3	4
PHY	131	Physics — Mechanics	<u>3</u>	<u>2</u>	<u>4</u>
			6	5	8
Fourth Semester (Fall)					
ELC	113	Basic Wiring I	2	6	4
ELC	119	National Electric Code Calculations	1	2	2
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	8	9
Fifth Semester (Spring)					
ELC	114	Basic Wiring II	2	6	4
ELC	132	Electrical Drawings	1	3	2
ENG	114	Professional Research and Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Sixth Semester (Summer)					
HYD	110	Hydraulics/Pneumatics	2	2	3
SOC	215	Group Processes	3	0	3
HUM		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			8	2	9
Seventh Semester (Fall)					
ELC	117	Motors and Controls	2	6	4
ELC	215	Electrical Maintenance	<u>2</u>	<u>3</u>	<u>3</u>
			4	9	7
Eighth Semester (Spring)					
ELC	128	Introduction to PLC	2	3	3
ELN	133	Digital Electronics	<u>3</u>	<u>3</u>	<u>4</u>
			5	6	7
Ninth Semester (Summer)					
ELC	228	PLC Applications	2	6	4
ELC	229	Applications Project	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
Program Totals			48	63	71

ELECTRONIC SERVICING TECHNOLOGY

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry level skills necessary for success in an ever changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

ELECTRONIC SERVICING TECHNOLOGY Diploma

	Credit Hrs.
This Program Consists of:	
Major Courses (ELC, ELN Prefix)	28
Related and General Education	12
Courses including:	
Communications	3
Natural Science/Mathematics	3
Other	6
PROGRAM TOTAL	40

	Hrs. Per Week		Credit
	Class	Lab	Hrs.
First Semester (Fall)			
ELC 140 Fundamentals of DC/AC Circuits	5	6	7
MAT 101 Applied Mathematics I	<u>2</u>	<u>2</u>	<u>3</u>
	7	8	10
Second Semester (Spring)			
ELN 140 Semiconductor Devices	4	6	6
ENG 102 Applied Communications II	<u>3</u>	<u>0</u>	<u>3</u>
	7	6	9
Third Semester (Summer)			
ELN 141 Digital Fundamentals	4	6	6
Fourth Semester (Fall)			
CET 111 Computer Upgrade/Repair I	2	3	3
ELN 242 Audio Servicing	<u>2</u>	<u>3</u>	<u>3</u>
	4	6	6
Fifth Semester (Spring)			
CET 211 Computer Upgrade/Repair II	2	3	3
Sixth Semester (Summer)			
ELN 143 Television Servicing	4	6	6
Program Totals	28	35	40

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
CET	111	Computer Upgrade/Repair I	2	3	3
ELN	152	Fabrication Techniques	1	3	2
MAT	121	Algebra/Trigonometry I (or MAT 161 & 161A)	<u>2</u>	<u>2</u>	<u>3</u>
			5	8	8
Second Semester (Spring)					
ELC	131	DC/AC Circuit Analysis	4	3	5
MAT	122	Algebra/Trigonometry II (or MAT 162 & 162A)	<u>2</u>	<u>2</u>	<u>3</u>
			6	5	8
Third Semester (Summer)					
ELN	131	Electronic Devices	3	3	4
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	3	7
Fourth Semester (Fall)					
ELN	132	Linear IC Applications	3	3	4
PHY	131	Physics — Mechanics (or PHY 151)	<u>3</u>	<u>2</u>	<u>4</u>
			6	5	8
Fifth Semester (Spring)					
DFT	151	CAD I	2	3	3
ELC	132	Electrical Drawing	1	3	2
ELN	133	Digital Electronics	<u>3</u>	<u>3</u>	<u>4</u>
			6	9	9
Sixth Semester (Summer)					
ELN	234	Communication Systems	3	3	4
SOC	215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
			6	3	7
Seventh Semester (Fall)					
ELC	117	Motors and Controls	2	6	4
ELN	260	Programmable Logic Controllers	<u>3</u>	<u>3</u>	<u>4</u>
			5	9	8
Eighth Semester (Spring)					
ELN	232	Introduction to Microprocessors	3	3	4
ENG	114	Professional Research and Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	3	7
Ninth Semester (Summer)					
ELN	275	Troubleshooting	1	2	2
HUM		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			4	2	5
Program Totals			50	47	71*

*Includes a minimum of 4 hours of major electives to be selected from: CET 211, CET 212, CIS 111, CIS 115, CIS 152, DFT 152, DFT 153, ELC 113, ELC 114, ELC 119, ELC 215, ELC 228, ELC 229, ELN 237, HYD 110, MAT 151, MAT 155, MEC 161 (with 161A), MEC 250, PHY 152.

MACHINING TECHNOLOGY

Diploma

		Hrs. Per Week	Credit
		Class	Lab Hrs.
First Semester (Fall)			
BPR 111	Blueprint Reading I	1	2
MAC 111A	Machining Technology I	1	6
MAC 151	Machining Calculations	<u>1</u>	<u>2</u>
		3	10
Second Semester (Spring)			
BPR 121	Blueprint Reading II	1	2
COM 231	Public Speaking	3	0
MAC 111B	Machining Technology I	<u>1</u>	<u>6</u>
		5	8
Third Semester (Summer)			
MAC 112A	Machining Technology II	1	4
MAC 121	Introduction to CNC	<u>2</u>	<u>0</u>
		3	4
Fourth Semester (Fall)			
MAC 112B	Machining Technology II	1	8
MAC 124	CNC Milling	1	3
MAC 152	Advanced Machining Calculations	<u>1</u>	<u>2</u>
		3	13
Fifth Semester (Spring)			
ENG 111	Expository Writing	3	0
MAC 113A	Machining Technology III	1	8
MEC 142	Physical Metallurgy	<u>1</u>	<u>2</u>
		5	10
Sixth Semester (Summer)			
MAC 113B	Machining Technology III	1	4
SOC 215	Group Processes	<u>3</u>	<u>0</u>
		4	4
Program Total		23	49
			41

MACHINING TECHNOLOGY

Associate in Applied Science Degree

	Credit Hrs.
This Program Consists of:	
Major Courses (MAC Prefix)	50
Related and General Education	19
Courses including:	
Communications	6
Humanities/Fine Arts	3
Natural Science/Mathematics	3
Social Science	3
Other	4
PROGRAM TOTAL	69

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
BPR	111	Blueprint Reading I	1	2	2
MAC	111A	Machining Technology I	1	6	3
MAC	151	Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
			3	10	7
Second Semester (Spring)					
BPR	121	Blueprint Reading II	1	2	2
COM	231	Public Speaking	3	0	3
MAC	111B	Machining Technology I	<u>1</u>	<u>6</u>	<u>3</u>
			5	8	8
Third Semester (Summer)					
MAC	112A	Machining Technology II	1	4	2
MAC	121	Introduction to CNC	<u>2</u>	<u>0</u>	<u>2</u>
			3	4	4
Fourth Semester (Fall)					
MAC	112B	Machining Technology II	1	8	4
MAC	124	CNC Milling	1	3	2
MAC	152	Advanced Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
			3	13	8
Fifth Semester (Spring)					
ENG	111	Expository Writing	3	0	3
MAC	113A	Machining Technology III	1	8	4
MEC	142	Physical Metallurgy	<u>1</u>	<u>2</u>	<u>2</u>
			5	10	9
Sixth Semester (Summer)					
MAC	113B	Machining Technology III	1	4	2
SOC	215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
			4	4	5
Seventh Semester (Fall)					
MAC	122	CNC Turning	1	3	2
MAC	214A	Machining Technology IV	<u>1</u>	<u>6</u>	<u>3</u>
			2	9	5
Eighth Semester (Spring)					
MAC	214B	Machining Technology IV	1	6	3
MAC	229	CNC Programming	<u>2</u>	<u>0</u>	<u>2</u>
			3	6	5
Ninth Semester (Summer)					
MAC	224	Advanced CNC Milling	1	3	2
Tenth Semester (Fall)					
MAC	226	CNC EDM Machining	1	3	2
MAT	121	Algebra/Trigonometry (or PHY 122)	2	2	3
MEC	231	CAM I	<u>1</u>	<u>4</u>	<u>3</u>
			4	9	8
Eleventh Semester (Spring)					
MAC	247	Production Tooling	2	0	2
MEC	232	CAM II	1	4	3
HUM		Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	4	8
Program Totals			39	80	69

MECHANICAL ENGINEERING TECHNOLOGY
Associate in Applied Science Degree
(Begins in even years only)

			Hrs. Per Week	Credit
			Class	Hrs.
			Lab	
First Semester (Fall)				
EGR	110	Introduction to Engineering	2	2
MAT	161	College Algebra	3	3
MAT	161A	College Algebra Lab	0	1
MEC	172	Introduction to Metallurgy	<u>2</u>	<u>3</u>
			7	9
Second Semester (Spring)				
DFT	111	Technical Drafting I	2	4
MAT	162	College Trigonometry	3	3
MAT	162A	College Trigonometry Lab	<u>0</u>	<u>1</u>
			5	8
Third Semester (Summer)				
DFT	151	CAD I	2	3
ENG	111	Expository Writing	3	3
PLA	110	Introduction to Plastics	<u>2</u>	<u>2</u>
			7	8
Fourth Semester (Fall)				
MEC	267	Thermal Systems	2	3
SOC	215	Group Processes	<u>3</u>	<u>3</u>
			5	6
Fifth Semester (Spring)				
ENG	114	Professional Research and Reporting	3	3
PHY	151	College Physics I	<u>3</u>	<u>4</u>
			6	7
Sixth Semester (Summer)				
HYD	110	Hydraulics and Pneumatics	2	3
MEC	161	Manufacturing Processes I	<u>3</u>	<u>3</u>
			5	6
Seventh Semester (Fall)				
MAC	121	Introduction to CNC	2	2
MEC	250	Statics and Strength of Materials	<u>4</u>	<u>5</u>
			6	7
Eighth Semester (Spring)				
ELC	111	Introduction to Electricity	2	3
MEC	270	Machine Design	3	4
MEC	271	Machine Design Lab	<u>0</u>	<u>1</u>
			5	8
Ninth Semester (Summer)				
ELC	128	Introduction to PLC	2	3
MEC	236	Regional Manufacturing	<u>1</u>	<u>3</u>
			3	6
Tenth Semester (Fall)				
HUM		Humanities Elective	3	3
MEC	237	Control Systems	<u>3</u>	<u>4</u>
			6	7

Eleventh Semester (Spring)

ATR 112	Introduction to Automation	2	3	3
MEC 237	Control Systems	3	2	4
MEC 288	Manufacturing Engineering R&D Project	<u>0</u>	<u>2</u>	<u>1</u>
		5	7	8

Program Totals		57	48	76
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SURVEYING TECHNOLOGY
Associate in Applied Science Degree
 (Begins in odd years only)

			Hrs. Per Week	Credit	
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	111	Basic Personal Computer Literacy	1	2	2
EGR	115	Introduction to Engineering Technology	2	6	4
MAT	121	Algebra/Trigonometry I (or MAT 161 & 161A)	<u>2</u>	<u>2</u>	<u>3</u>
			5	10	9
Second Semester (Spring)					
DFT	111	Technical Drafting I	2	6	4
ENG	111	Expository Writing	3	0	3
MAT	122	Algebra/Trigonometry II (or MAT 162 & 162A)	<u>2</u>	<u>2</u>	<u>3</u>
			7	8	10
Third Semester (Summer)					
PHY	131	Physics — Mechanics	3	2	4
SRV	110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
			5	8	8
Fourth Semester (Fall)					
CIV	110	Statics/Strength of Materials	2	6	4
SRV	111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
			4	12	8
Fifth Semester (Spring)					
CIV	111	Soils and Foundations	2	3	3
ENG	114	Project Research and Reporting	3	0	3
SRV	210	Surveying III	<u>2</u>	<u>6</u>	<u>4</u>
			7	9	10
Sixth Semester (Summer)					
CIV	211	Hydraulics and Hydrology	2	3	3
Seventh Semester (Fall)					
CIV	125	Civil/Surveying CAD	1	6	3
CIV	215	Highway Technology	1	3	2
SRV	220	Surveying Law	<u>2</u>	<u>2</u>	<u>3</u>
			4	11	8
Eighth Semester (Spring)					
SOC	215	Group Processes	3	0	3
SRV	240	Topographic/Site Surveying	2	6	4
SRV	260	Field and Office Practices	<u>1</u>	<u>3</u>	<u>2</u>
			6	9	9
Ninth Semester (Summer)					
SRV	230	Subdivision Planning	1	6	3

Tenth Semester (Fall)

HUM 115	Critical Thinking	3	0	3
SRV 250	Advanced Surveying	<u>2</u>	<u>6</u>	<u>4</u>
		5	6	7

Program Totals	46	82	75
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**MACHINING TECHNOLOGY — TOOL, DIE,
AND MOLD MAKING**
Associate in Applied Science Degree

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
BPR 111	Blueprint Reading II	1	2	2
MAC 111A	Machining Technology I	1	6	3
MAC 151	Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
		3	10	7
Second Semester (Spring)				
BPR 121	Blueprint Reading III	1	2	2
MAC 111B	Machining Technology I	1	6	3
MAT 121	Algebra/Trigonometry I (or PHY 122)	<u>2</u>	<u>2</u>	<u>3</u>
		4	10	8
Third Semester (Summer)				
MAC 112A	Machining Technology II	1	4	2
MAC 121	Introduction to CNC	<u>2</u>	<u>0</u>	<u>2</u>
		3	4	4
Fourth Semester (Fall)				
MAC 112B	Machining Technology II	1	8	4
MAC 152	Advanced Machining Calculations	<u>1</u>	<u>2</u>	<u>2</u>
		2	10	6
Fifth Semester (Spring)				
ENG 111	Expository Writing	3	0	3
MAC 113A	Machining Technology III	<u>1</u>	<u>8</u>	<u>4</u>
		4	8	7
Sixth Semester (Summer)				
MAC 113B	Machining Technology III	1	4	2
SOC 215	Group Processes	<u>3</u>	<u>0</u>	<u>3</u>
		4	4	5
Seventh Semester (Fall)				
COM 231	Public Speaking	3	0	3
MAC 124	CNC Milling	1	3	2
MAC 243	Die Making I	<u>2</u>	<u>6</u>	<u>4</u>
		6	9	9
Eighth Semester (Spring)				
BPR 123	Die/Mold Print Reading	1	3	2
MEC 142	Physical Metallurgy	1	2	2
HUM	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		5	5	7
Ninth Semester (Summer)				
MAC 244	Die Making II	1	9	4

Tenth Semester (Fall)

MAC 153	Compound Angles	1	2	2
MAC 226	CNC EDM Machining	1	3	2
MEC 141	Introduction to Manufacturing Processes	<u>2</u>	<u>2</u>	<u>3</u>
		4	7	7

Eleventh Semester (Spring)

MAC 241	Jig and Fixtures I	2	6	4
MAC 245	Mold Construction I	<u>2</u>	<u>6</u>	<u>4</u>
		4	12	8

Twelfth Semester (Summer)

MAC 246	Mold Construction II	1	9	4
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Program Totals

41 97 76

WELDING TECHNOLOGY

Diploma

		Hrs. Per Week		Credit
		Class	Lab	Hrs.
First Semester (Fall)				
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	<u>2</u>	<u>9</u>	<u>5</u>
		3	12	7
Second Semester (Spring)				
MAT 101	Applied Mathematics I (MAT 121 or PHY 122)	2	2	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
WLD 141	Symbols and Specifications	<u>2</u>	<u>2</u>	<u>3</u>
		5	13	10
Third Semester (Summer)				
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
WLD 262	Inspection and Testing	<u>2</u>	<u>2</u>	<u>3</u>
		4	8	7
Fourth Semester (Fall)				
WLD 122	GMAW (MIG) Plate/Pipe	1	6	3
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 143	Welding Metallurgy	<u>1</u>	<u>2</u>	<u>2</u>
		4	14	9
Fifth Semester (Spring)				
ENG 102	Applied Communications II (or ENG 111)	3	0	3
WLD 261	Certification Practices	<u>1</u>	<u>3</u>	<u>2</u>
		4	3	5
Program Totals		20	50	38

WELDING TECHNOLOGY

Associate in Applied Science Degree

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
WLD 110	Cutting Processes		1	3	2
WLD 115	SMAW (Stick) Plate		<u>2</u>	<u>9</u>	<u>5</u>
			3	12	7
Second Semester (Spring)					
PHY 122	Applied Physics II (or MAT 121)		3	2	4
WLD 116	SMAW (Stick) Plate/Pipe		1	9	4
WLD 141	Symbols and Specifications		<u>2</u>	<u>2</u>	<u>3</u>
			6	13	11
Third Semester (Summer)					
WLD 121	GMAW (MIG) FCAW/Plate		2	6	4
WLD 262	Inspection and Testing		<u>2</u>	<u>2</u>	<u>3</u>
			4	8	7
Fourth Semester (Fall)					
WLD 122	GMAW (MIG) Plate/Pipe		1	6	3
WLD 131	GTAW (TIG) Plate		2	6	4
WLD 143	Welding Metallurgy		<u>1</u>	<u>2</u>	<u>2</u>
			4	14	9
Fifth Semester (Spring)					
ENG 111	Expository Writing		3	0	3
WLD 261	Certification Practices		<u>1</u>	<u>3</u>	<u>2</u>
			4	3	5
Sixth Semester (Summer)					
WLD 111	Oxy-Fuel Welding		1	3	2
WLD 221	GMAW (MIG) Pipe		<u>1</u>	<u>6</u>	<u>3</u>
			2	9	5
Seventh Semester (Fall)					
BPR 111	Blueprint Reading I		1	2	2
DFT 117	Technical Drafting		1	2	2
DFT 119	Basic CAD		1	2	2
SOC 215	Group Processes		<u>3</u>	<u>0</u>	<u>3</u>
			6	6	9
Eighth Semester (Spring)					
ENG 114	Professional Research and Reporting		3	0	3
HUM 115	Critical Thinking		3	0	3
MAC 121	Introduction to CNC		2	0	2
MEC 142	Physical Metallurgy		<u>1</u>	<u>2</u>	<u>2</u>
			9	2	10
Ninth Semester (Summer)					
WLD 132	GTAW (TIG) Plate/Pipe		1	6	3
Program Totals			39	73	66

Precurriculum Requirements for the
ASSOCIATE IN ARTS (A.A.) DEGREE
ASSOCIATE IN SCIENCE (A.S.) DEGREE
GENERAL OCCUPATIONAL
TECHNOLOGY (A.A.S.)

Evening Program Model of Semester Course Sequence†

Applicants with low placement scores and/or lack of high school prerequisites will complete precurriculum work in the Guided Studies department. One to four semesters of preparation may be required in mathematics, English and/or reading. The level at which students enter Guided Studies is determined by scores on the placement test. A student requiring the maximum number of Guided Studies courses could complete all prerequisites in four semesters in the evening program.

		Hrs. Per Week	Credit
		Class	Lab Hrs.
First Semester (Summer)			
MAT	060 Essential Mathematics	3	2 4
RED	080 Introduction to College Reading	<u>3</u>	<u>2</u> <u>4</u>
		6	4 8
Second Semester (Fall)			
MAT	070* Introductory Algebra	3	2 4
RED	090 Improved College Reading	<u>3</u>	<u>2</u> <u>4</u>
		6	4 8
Third Semester (Spring)			
ENG	080 Writing Foundations	3	2 4
MAT	080 Intermediate Algebra	<u>3</u>	<u>2</u> <u>4</u>
		6	4 8
Fourth Semester (Summer)			
BIO	100** Introduction to Biology	3	2 4
ENG	090 Composition Strategies	3	0 3
ENG	090A Composition Strategies Lab	<u>0</u>	<u>2</u> <u>1</u>
		6	4 8

†Selection of beginning course work may vary.

*Students are placed in mathematics courses according to academic background and placement scores.

**Recommended for students who did not take high school biology and intend to take college-level biology sequence.

Once students complete requirements in the above areas, they may enroll in curriculum level courses.

Curriculum Requirements for the ASSOCIATE IN ARTS (A.A.) DEGREE

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
ENG 111 and 112, 113 or 114 are required.	
Humanities/Fine Arts	12
1. One course must be selected from three of the following disciplines: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one course must be a literature course.	
3. COM 231, Public Speaking, is required and is classified as a Humanities/Fine Arts course, but may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Four courses must be selected from at least three of the following disciplines: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
Natural Science/Mathematics	14
Natural Sciences	8
Select two courses, including accompanying laboratory work, from the biology, chemistry, or physics disciplines.	
*Mathematics	6
1. MAT 161 or higher is required.	
2. The other course may be selected from other quantitative subjects.	
OTHER REQUIRED HOURS	20
Must include additional General Education, Pre-Major, and elective courses that have been approved for transfer. Students should refer to Pre-Major Articulation Agreements before making selections for required hours.	
Recommended Courses	
Although these courses are not required , they are recommended for all students who have sufficient available credit hours.	
Computing	3
CIS 110	
Health/Physical Education	3
HEA 110, HEA 120 or PED 110 plus any PED activity course	
*Mathematics	1
MAT 161A or the lab associated with the selected mathematics course.	
Total Semester Hours	64

All college transfer courses submitted for graduation require a minimum grade of "C."

ASSOCIATE IN ARTS DEGREE

Evening Program Model of Semester Course Sequence*

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	161/161A	College Algebra	<u>3</u>	<u>2</u>	<u>4</u>
			8	4	10
Second Semester (Spring)					
ENG	113	Literature-Based Research (or ENG 112)	3	0	3
MAT		Math Elective	3	2	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Third Semester (Fall)					
COM	231	Public Speaking	3	0	3
		Humanities/Fine Arts Course	3	0	3
		Science Course I	<u>3</u>	<u>3</u>	<u>4</u>
			9	3	10
Fourth Semester (Spring)					
ENG		Literature Requirement for			
		Humanities/Fine Arts	3	0	3
		Science Course II	3	3	4
		Social/Behavioral Sciences Course	<u>3</u>	<u>0</u>	<u>3</u>
			9	3	10
Fifth Semester (Fall)					
HIS		History Requirement for			
		Social/Behavioral Sciences	3	0	3
		Humanities/Fine Arts Course	3	0	3
		Elective	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
Sixth Semester (Spring)					
		Social/Behavioral Sciences Course	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12
Program Totals			59	12	64

Health/Physical Education courses may be selected any semester.

Foreign Language courses may be selected in a sequence that meets the requirements of the receiving universities.

*Courses selected may vary according to requirements of the pre-major, senior institution, etc. Course sequence and hours may vary depending on courses selected.

**Curriculum Requirements for the
ASSOCIATE IN SCIENCE (A.S.) DEGREE**

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
ENG 111 and 112, 113 or 114 are required.	
Humanities/Fine Arts	12
1. Two courses must be selected from the following disciplines: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one, but not more than two courses must be a literature course.	
3. COM 231, Public Speaking, is required and is classified as a Humanities/Fine Arts course, but may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Four courses must be selected from at least three of the following disciplines: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
Natural Science/Mathematics	14
Natural Sciences	8
Select a two-course sequence, including accompanying laboratory work, from the biology, chemistry, or physics disciplines.	
*Mathematics	6
1. MAT 171 or higher is required.	
2. The other course may be a higher level math course or selected from other quantitative subjects.	
OTHER REQUIRED HOURS	20
Mathematics, Natural Sciences, Computer Science, and pre-major courses	14
Must include additional mathematics, natural sciences, and/or computer science courses that have been approved for transfer. Students should refer to Pre-Major Articulation Agreements before making selections for other required hours.	6
Recommended Courses	
Although these courses are not required , they are recommended for all students who have sufficient available credit hours.	
Computing	3
CIS 110	
Health/Physical Education	3
HEA 110, HEA 120 or PED 110 plus any PED activity course	
*Mathematics	1
MAT 171A or the lab associated with the selected mathematics course.	
Total Semester Hours	64

All college transfer courses submitted for graduation require a minimum grade of "C."

ASSOCIATE IN SCIENCE DEGREE

Evening Program Model of Semester Course Sequence*

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
First Semester (Fall)					
ENG 111	Expository Writing		3	0	3
MAT 175	Precalculus		4	0	4
	First Science Sequence — Course I		<u>3</u>	<u>3</u>	<u>4</u>
			10	3	11
Second Semester (Spring)					
ENG 113	Literature-Based Research (or ENG 112)		3	0	3
MAT 271	Calculus I		3	2	4
	First Science Sequence — Course II		<u>3</u>	<u>3</u>	<u>4</u>
			9	5	11
Third Semester (Fall)					
CIS 110	Introduction to Computers		2	2	3
COM 231	Public Speaking		3	0	3
MAT 272	Calculus II		3	2	4
	Second Science Sequence — Course I		<u>3</u>	<u>3</u>	<u>4</u>
			11	7	14
Fourth Semester (Spring)					
ENG	Literature Requirement for				
	Humanities/Fine Arts		3	0	3
MAT 273	Calculus III (Elective)		3	2	4
	Second Science Sequence — Course II		3	3	4
	Social/Behavioral Sciences Course		<u>3</u>	<u>0</u>	<u>3</u>
			12	5	14
Fifth Semester (Fall)					
	Humanities/Fine Arts Course		3	0	3
	Humanities/Fine Arts Course		3	0	3
	Social/Behavioral Sciences Course		<u>3</u>	<u>0</u>	<u>3</u>
			9	0	9
Sixth Semester (Spring)					
	History Requirement for				
	Social/Behavioral Sciences		3	0	3
	Social Behavioral Sciences Course		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
Program Totals			57	20	65

Health/Physical Education courses may be selected any semester.

Foreign Language courses may be selected in a sequence that meets the requirements of the receiving universities.

*Courses selected may vary according to requirements of the pre-major, senior institution, etc. Course sequence and hours may vary depending on courses selected.

PRE-MAJOR ARTICULATION AGREEMENTS

Pre-major Articulation Agreements are agreements between the 16 member University of North Carolina system, *some* private colleges and universities, and the 58 North Carolina Community Colleges. The agreements state that if you follow one of the pre-major programs offered by the college (see list below), have no grade below “C,” and are *accepted* by the senior institution, you will enter as a junior in that major.

CAUTION: You **MUST** see your advisor before registering for one of these programs!

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE PRE-MAJOR PROGRAMS:

Associate in Arts

Art Education
Business Administration
Business Education
Criminal Justice
English
English Education
Health Education
History
Marketing Education
Nursing
Physical Education
Political Science
Psychology
Social Science Secondary Education
Sociology

Associate in Science

Biology
Biology Education
Chemistry
Chemistry Education
Computer Science
Engineering
Mathematics
Mathematics Education

The following are *examples* of pre-major programs.

Pre-Major Associate in Arts Articulation Agreement

PSYCHOLOGY

This template has been developed by university and community college faculty as a blueprint for guiding students who intend to major in Psychology. Students who follow this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

General Education Core (44 SHC)* Students must complete the 44 SHC general education core requirements outlined on the NCCCS Curriculum Standards for Associate in Arts and Associate in Science degree programs. The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
Humanities/Fine Arts	12
1. Select four courses from at least three of the following discipline areas: art, drama, dance, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.	
2. At least one course must be a literature course.	
3. Three SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.	
Social/Behavioral Sciences	12
1. Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.	
2. At least one course must be a history course.	
3. PSY 150 is required.	
Natural Sciences/Mathematics	14
Natural Sciences	8
1. Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.	
2. Either BIO 110 or BIO 111 is required.	
Mathematics	6
1. Select at least one course in introductory mathematics (college algebra, trigonometry, calculus, etc.)	
2. The other course may be selected from among other quantitative subjects such as computer science and statistics.	
3. MAT 161 or higher is required.	

OTHER REQUIRED HOURS 20-21*

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience may be included up to 1 SHC for career exploration.

Total Semester Hours 64-65

*Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Application to a University — Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Psychology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major — Grade point average requirements vary and admission is competitive across the several programs in Psychology.

**Pre-Major Associate in Science
Articulation Agreement
ENGINEERING**

This template has been developed by university and community college faculty as a blueprint for guiding students who intend to major in Engineering. Students who follow this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Students entering the Pre-Engineering Associate in Science Degree Program must demonstrate competency or complete the prerequisites required for MAT 271 and Calculus I.

General Education Core (44 SHC)* Students must complete the 44 SHC general education core requirements outlined on the NCCCS Curriculum Standards for Associate in Arts and Associate in Science degree programs. The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

	Semester Hrs.
GENERAL EDUCATION CORE REQUIREMENTS	44
English/Communications	6
English Composition	
Either ENG 112 or ENG 113 is required to satisfy the second English composition requirement. (ENG 113 is highly recommended to satisfy this requirement.)	
Humanities/Fine Arts	12
1. Select four courses from at least three of the following discipline areas: art, drama, dance, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. At least one course must be a literature course	
2. One of the following is required to satisfy the literature requirement: ENG 231, 232, 233, 241, 242, 243, 251, 252, 261, or 262.	
3. The following courses are highly recommended to satisfy the remaining 9 SHC of the Humanities/Fine Arts requirement: FRE, GER, ITA, RUS, or SPA 111; FRE, GER, ITA, RUS, or SPA 112; HUM 110.	
4. Three SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.	

Social/Behavioral Sciences 12

- 1. Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.
- 2. The following courses are required: ECO 251 or ECO 252; HIS 111 and HIS 112, or HIS 121 and 122, or HIS 131 and 132. (HIS 111 and 112 or HIS 121 and 122 are highly recommended to satisfy the history sequence requirement.)

Natural Sciences/Mathematics 16

Natural Sciences 8

PHY 251 and PHY 252 are required.

Mathematics 8

MAT 271 and MAT 272 are required.

OTHER REQUIRED HOURS 18-19*

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience may be included up to 1 SHC for career exploration.

The Following Courses Are Required

CHM 151, MAT 273, MAT 285, and either CSC 134 or CSC 136.

Electives

Students should select one of the following courses to complete their program of study, depending on the engineering major selected and the university to which the student plans to transfer: CHM 152 or DFT 170.

Colleges currently approved by the Joint Committee on College Transfer Subcommittee on Engineering Transfer to offer statics and dynamics courses may continue to do so, pending approval of the revised semester courses.

Total Semester Hours 64-65

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Application to a University — Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the associate in science degree, students who meet the requirements outlined in this pre-major articulation agreement for Engineering will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree: NCA&T, NCSU, UNC-C.

Admission to the Major — Grade point average requirements vary and admission is competitive across the several programs in Engineering. In choosing courses to meet both general education core requirements and other required hours, students should seek advice based on the program and track into which they desire to transfer.

**GENERAL OCCUPATIONAL TECHNOLOGY
Diploma**

This program consists of:	Credit Hrs.
Major Courses (see list)	30
General Education Courses	6

PROGRAM TOTAL 36

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
General Education					
COM 231	Public Speaking		3	0	3
ENG 111	Expository Writing		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6
Major Hours*					
BIO 168	Anatomy and Physiology I		3	3	4
BIO 169	Anatomy and Physiology II		3	3	4
CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
OST 131	Keyboarding**		1	2	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			11	10	15

Other Major Hours* 15

May include:

- (a) any transferrable course with prefix ANT, ART, BIO, CHM, COM, DRA, ENG, FRE, GEO, HEA, HIS, HUM, MAT, MUS, PED, PHI, PHY, POL, PSY, REL, SOC, or SPA;
- (b) any associate degree-level Allied Health/Public Service Education division course work with prefix BIO, CHM, CJC, COE, DEN, EDU, EMS, HSE, MLT, NUR, RAD, SAB, or SWK;
- (c) any associate degree-level course with prefix ACC, BUS, CIS, ECO, MKT, NUT, or OST.

*All courses in these lists must have a minimum grade of "C."

**Students will be tested for keyboarding skill prerequisite. If proficient in keyboarding, OST 136, Word Processing, may be taken.

GENERAL OCCUPATIONAL TECHNOLOGY

Associate in Applied Science Degree

			Hrs. Per Week		Credit
			Class	Lab	Hrs.
General Education					
COM 231	Public Speaking		3	0	3
ENG 111	Expository Writing		3	0	3
HUM 115	Critical Thinking		3	0	3
MAT 115	Mathematical Models (or MAT161 or MAT155)		2	2	3
SOC 215	Group Processes (or SOC 225 or SOC 240)		<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
Major Hours*					
BIO 168	Anatomy and Physiology I		3	3	4
BIO 169	Anatomy and Physiology II		3	3	4
BUS 137	Introduction to Management		3	0	3
CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
OST 131	Keyboarding**		1	2	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			14	10	18

Other Major Hours* **31**

May include:

- (a) any transferrable course with prefix ANT, ART, BIO, CHM, COM, DRA, ENG, FRE, GEO, HEA, HIS, HUM, MAT, MUS, PED, PHI, PHY, POL, PSY, REL, SOC, or SPA;
- (b) any associate degree-level Allied Health/Public Service Education division course work with prefix BIO, CHM, CJC, COE, DEN, EDU, EMS, HSE, MLT, NUR, RAD, SAB, or SWK;
- (c) any associate degree-level course with prefix ACC, BUS, CIS, ECO, MKT, NUT, or OST.

Program Totals **64**

Courses must be approved by advisor before registration.

* All courses in these lists must have a minimum grade of "C."

** Students will be tested for keyboarding skill prerequisite. If proficient in keyboarding, OST 136, Word Processing, may be taken.

COURS

descriptions

PREFIX INDEX

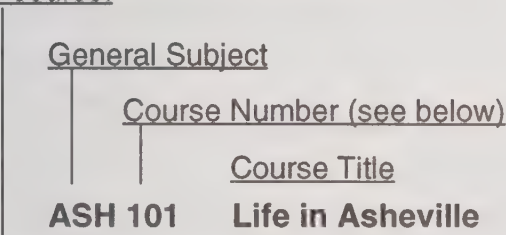
ACA	Academic Related	176
ACC	Accounting	176
AHR	Air Conditioning, Heating, and Refrigeration	178
ANT	Anthropology	182
ART	Art	182
AST	Astronomy	184
ATR	Automation Training	184
AUT	Automotive	185
BIO	Biology	188
BPR	Blueprint Reading	192
BUS	Business Administration	192
CAB	Cabinetmaking	195
CAR	Carpentry	195
CET	Computer Engineering Technology	196
CHM	Chemistry	196
CIS	Information Systems	199
CIV	Civil Engineering	203
CJC	Criminal Justice	205
COE	Cooperative Education	209
COM	Communications	213
CSC	Computer Programming	213
CUL	Culinary Technology	215
DDF	Design Drafting	218
DDT	Developmental Disabilities	218
DEN	Dental	218
DFT	Drafting	224
DIE	Diesel Mechanics	226
DRA	Drama	228
ECO	Economics	228
EDU	Education	229
EGR	Engineering	232
ELC	Electrical	233
ELN	Electronics	235
EMS	Emergengy Medical Science	238
ENG	English	242
FRE	French	246
GEO	Geography	247
GER	German	247
HEA	Health	248
HIS	History	249
HRM	Hotel and Restaurant Management	250
HSE	Human Services	252
	Humanities/Fine Arts Courses	254
HUM	Humanities	255

HYD	Hydraulics	256
ISC	Industrial Science	256
MAC	Machining	257
MAT	Mathematics	261
MEC	Mechanical	266
MED	Medical Transcription	269
MKT	Marketing and Retailing	270
MLT	Medical Laboratory Technology	271
MUS	Music	274
NET	Networking Technology	275
NUR	Nursing	276
NUT	Nutrition	279
OMT	Operations Management	279
OST	Office Systems Technology	280
PBT	Phlebotomy	282
PED	Physical Education	283
PHI	Philosophy	288
PHY	Physics	289
PLA	Plastics	291
POL	Political Science	291
PSY	Psychology	292
RAD	Radiography	294
REA	Real Estate Appraisal	297
RED	Reading	298
REL	Religion	298
RLS	Real Estate	299
	Social/Behavioral Science Courses	300
SAB	Substance Abuse	301
SOC	Sociology	301
SPA	Spanish	302
SRV	Surveying	303
SWK	Social Work	305
TAT	Travel and Tourism	306
WLD	Welding	306

COURSE DESCRIPTIONS

The following section contains descriptions of courses offered by Asheville-Buncombe Technical Community College. The following example explains each component of the course description entry.

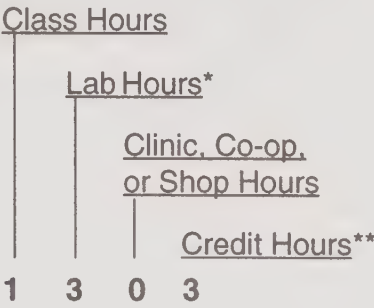
Courses that must be successfully completed prior to registering for this course.



Prerequisite: ASH 100

Corequisite: AVL 101

This course explains how to have fun in Asheville. The best places to dine, directions to famous places, dates of local cultural and civic events, trails for hiking and biking.



Courses that must be taken at the same time as this course.

Course Description

* When only 3 numbers are listed, the middle number always designates Lab Hours.
** Credit Hours are always the last number.

Course Numbers consist of three digits, and numbers are assigned as follows:

- The first digit indicates the year the course is normally taken. A first digit of “0” is used for Guided Studies courses.
- The second digit denotes the credential for which the course is intended:
100-109 and 200-209: Courses for stand-alone certificate and diploma programs.
110-189 and 210-289: Courses for associate degree programs; these courses may also be used in certificate and diploma programs.
190-199 and 290-299: Seminar and Selected Topics courses for all programs.
- The third digit indicates the order in which the course is usually taken.
Example: ACC 120 Principles of Accounting I
ACC 121 Principles of Accounting II

Please examine each course description before registering and determine if all prerequisites have been met. Prerequisites shown are those courses that must be successfully completed before attempting further study. In certain cases the department chairperson may waive some prerequisites.

Credit by Examination is not available for courses marked with an asterisk because of the nature of the course and in some cases safety requirements in the use of equipment. Any exceptions must be with the approval of the department chairperson.

Academic Related

ACA 120 Career Assessment

1 0 1

Prerequisites: None

Corequisites: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

Accounting

ACC 120 Principles Of Accounting I

3 2 4

Prerequisites: None

Corequisites: None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 Principles of Accounting II

3 2 4

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 125 Mathematics of Finance

3 0 3

Prerequisites: BUS 121 or MAT 115

Corequisites: None

This course covers computations necessary in accounting for various business transactions. Emphasis is placed on time value of money concepts and calculations needed for topics such as stocks and bonds, annuities, sinking funds, and amortization. Upon completion, students should be able to make computations necessary in accounting for transactions involving these topics.

ACC 129 Individual Income Taxes

2 2 3

Prerequisites: ACC 120

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 130 Business Income Taxes**2 2 3**

Prerequisites: ACC 129 or permission of Instructor

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 140 Payroll Accounting**1 2 2**

Prerequisites: ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 150 Computerized General Ledger**1 2 2**

Prerequisites: ACC 120

Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 175 Hotel and Restaurant Accounting**3 2 4**

Prerequisites: None

Corequisites: None

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

ACC 220 Intermediate Accounting I*3 2 4**

Prerequisites: ACC 121

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II*3 2 4**

Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting**3 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240 Government and Not-for-Profit Accounting**3 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269 Auditing*3 0 3**

Prerequisites: ACC 220

Corequisites: None

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

Air Conditioning, Heating, and Refrigeration

AHR 110 Introduction to Refrigeration*2 6 5**

Prerequisites: None

Corequisites: AHR 113 (day program) or Dept. Chair approval

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Emphasis will be placed on how refrigeration theory, principles and practice are used in the refrigeration trade. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity*2 2 3**

Prerequisites: None

Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology*2 4 4**

Prerequisites: None

Corequisites: AHR 120 (day program) or Dept. Chair approval

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling*2 4 4**

Prerequisites: AHR 110 (evening program) or Dept. Chair approval

Corequisites: AHR 110 (day program) or Dept. Chair approval

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology*2 4 4**

Prerequisites: AHR 110 or AHR 113 (and AHR 115 for evening program) or Dept. Chair approval

Corequisites: AHR 115 (day program) or Dept. Chair approval

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems*1 3 2**

Prerequisites: AHR 110 (and AHR 113 for evening program) or Dept. Chair Course Descriptions approval

Corequisites: AHR 114 (day program)

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Emphasis will be placed on how refrigeration theory, principles and practice are used in the air conditioning trade. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 HVACR Maintenance*1 3 2**

Prerequisites: None

Corequisites: AHR 112 (day program)

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Emphasis will be placed upon the service and maintenance of heating equipment. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 125 HVAC Electronics*1 3 2**

Prerequisites: None

Corequisites: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130 HVAC Controls*2 2 3**

Prerequisites: AHR 111 or ELC 111

Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort systems controls.

AHR 151 HVAC Duct Systems I*1 3 2**

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 210 Residential Building Code*1 2 2**

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design*2 2 3**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems*2 6 4**

Prerequisites: AHR 114, or Department approval

Corequisites: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Hydronic (hot water) and steam heating systems will also be studied.

AHR 215 Commercial HVAC Controls*1 3 2**

Prerequisites: AHR 111 or ELC 111

Corequisites: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 240 Hydronic Heating*1 3 2**

Prerequisites: AHR 112

Corequisites: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR 245 Chiller Systems*1 3 2**

Prerequisites: AHR 110

Corequisites: None

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR 247 Atypical Systems*1 3 2**

Prerequisites: AHR 110

Corequisites: None

This course introduces refrigeration systems utilizing non-fluorocarbon based refrigerants. Topics include mechanical compression ammonia systems, ammonia absorption systems, and other absorption type systems. Upon completion, students should be able to demonstrate an understanding of the operation of certain non-fluorocarbon based refrigeration systems.

AHR 255 Indoor Air Quality*1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

Anthropology

ANT 210 General Anthropology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 220 Cultural Anthropology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 230 Physical Anthropology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as nonhuman primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Art

ART 114 Art History Survey I**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 Art History Survey II**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 Non-Western Art History**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 131 Drawing I**0 6 3**

Prerequisites: None

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 132 Drawing II**0 6 3**

Prerequisites: ART 131

Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 240 Painting I**0 6 3**

Prerequisites: None

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 241 Painting II**0 6 3**

Prerequisites: ART 240

Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 244 Watercolor**0 6 3**

Prerequisites: None

Corequisites: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Astronomy

AST 111 Descriptive Astronomy**3 0 3**

Prerequisites: None

Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

AST 111A Descriptive Astronomy Lab**0 2 1**

Prerequisites: None

Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

Automation Training

ATR 112 Introduction to Automation*2 3 3**

Prerequisites: None

Corequisites: MEC 288

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

Automotive

***AUT 110 Introduction to Automotive Technology** 2 2 3

Prerequisites: None

Corequisites: AUT 115, AUT 151, AUT 152, AUT 161, or Dept. Chair approval

This course covers the basic concepts and terms of automotive technology, workplace safety, North Carolina state inspection, safety and environmental regulations, and use of service information resources. Topics include familiarization with components along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe terms associated with automobiles, identify and use basic tools and shop equipment, and conduct North Carolina safety/emissions inspections.

***AUT 113 Automotive Servicing** 2 6 4

Prerequisites: AUT 115, AUT 161, or Dept. Chair approval

Corequisites: None

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

***AUT 115 Engine Fundamentals** 2 3 3

Prerequisites: None

Corequisites: AUT 110, AUT 115, AUT 151, AUT 152, AUT 161, or Dept. Chair approval

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

***AUT 141 Suspension & Steering Systems** 2 4 4

Prerequisites: None

Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

***AUT 151 Brake Systems** 2 2 3

Prerequisites: None

Corequisites: AUT 110, AUT 115, AUT 152, AUT 161, or Dept. Chair approval

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab*0 2 1**

Prerequisites: None

Corequisites: AUT 151

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 Electrical Systems*2 6 4**

Prerequisites: None

Corequisites: AUT 110, AUT 115, AUT 151, AUT 152, or Dept. Chair approval

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162 Chassis Electrical and Electronics*2 2 3**

Prerequisites: Dept. Chair approval

Corequisites: AUT 163 or Dept. Chair approval

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 163 Chassis Electrical and Electronics Lab*0 2 1**

Prerequisites: None

Corequisites: AUT 162

This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

AUT 171 Heating and Air Conditioning*2 3 3**

Prerequisites: Dept. Chair approval

Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance-Electrical*2 3 3**

Prerequisites: Dept. Chair approval

Corequisites: AUT 182 or Dept. Chair approval

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

AUT 182 Engine Performance-Electrical Lab*0 3 1**

Prerequisites: None

Corequisites: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

AUT 183 Engine Performance-Fuels*2 3 3**

Prerequisites: Dept. Chair approval

Corequisites: AUT 184 or Dept. Chair approval

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 Engine Performance-Fuels Lab*0 3 1**

Prerequisites: None

Corequisites: AUT 181, AUT 183 or Dept. Chair approval

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

AUT 221 Automatic Transmissions*2 6 4**

Prerequisites: Dept. Chair approval

Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Manual Drive Trains/Axles*2 3 3**

Prerequisites: Dept. Chair approval

Corequisites: AUT 232 or Dept. Chair approval

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 Manual Drive Trains/Axles Lab*0 3 1**

Prerequisites: None

Corequisites: AUT 231

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

Biology

BIO 100 Introduction to Biology**3 2 4**

Prerequisites: None

Corequisites: None

This course is a survey of general biological principles and introduces basic biological laboratory skills. Topics include the molecular and cellular basis of life, bioenergetics, homeostasis, reproduction, genetics, ecology, and evolution. Upon completion, students should be able to articulate an understanding of the general principles of biology and to demonstrate basic laboratory skills. *This is a certificate and diploma level course.*

BIO 106 Introduction to Anatomy/Physiology/Microbiology**2 2 3**

Prerequisites: None

Corequisites: None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a certificate and diploma level course.*

BIO 110 Principles of Biology**3 3 4**

Prerequisites: None

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 111 General Biology I**3 3 4**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 112 General Biology II**3 3 4**

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 120 Introductory Botany**3 3 4**

Prerequisites: BIO 110 or BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 130 Introductory Zoology**3 3 4**

Prerequisites: BIO 110 or BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 140 Environmental Biology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 140A Environmental Biology Lab**0 3 1**

Prerequisites: None

Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 143 Field Biology Minicourse**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 145 Ecology**3 3 4**

Prerequisites: BIO 110 or BIO 111

Corequisites: None

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 146 Regional Natural History**3 3 4**

Prerequisites: None

Corequisites: None

This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 163 Basic Anatomy and Physiology**4 2 5**

Prerequisites: None

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 168 Anatomy and Physiology I**3 3 4**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 169 Anatomy and Physiology II**3 3 4**

Prerequisites: BIO 168

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 175 General Microbiology**2 2 3**

Prerequisites: BIO 110, BIO 163, BIO 166, or BIO 169

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 223 Field Botany**2 3 3**

Prerequisites: BIO 112

Corequisites: None

This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 224 Local Flora Spring**1 2 2**

Prerequisites: None

Corequisites: None

This course provides an introduction to the identification of native plants. Emphasis is placed on spring wild flowers. Upon completion, students should be able to identify a variety of spring wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 226 Local Flora Fall**1 2 2**

Prerequisites: None

Corequisites: None

This course provides an introduction to the identification of native plants. Emphasis is placed on fall wild flowers. Upon completion, students should be able to identify a variety of fall wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 275 Microbiology**3 3 4**

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Blueprint Reading

BPR 111 Blueprint Reading**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading: Mechanical**1 2 2**

Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 123 Die/Mold Print Reading**1 3 2**

Prerequisites: BPR 121 or MAC 132

Corequisites: None

This course covers differences between production drawings and tooling drawings as they relate to stamping dies and plastic molding. Emphasis is placed on the layout of assembly drawings in tooling and their related detail prints. Upon completion, students should be able to identify individual tooling components and their relationships on a blueprint.

BPR 130 Blueprint Reading/Construction**1 2 2**

Prerequisites: None

Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 135 Schematics and Diagrams**2 0 2**

Prerequisites: None

Corequisites: None

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

Business Administration

BUS 110 Introduction to Business**3 0 3**

Prerequisites: None

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115 Business Law I**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 116 Business Law II**3 0 3**

Prerequisites: BUS 115

Corequisites: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 135 Principles of Supervision**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the workplace.

BUS 137 Principles of Management*3 0 3**

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 147 Business Insurance**3 0 3**

Prerequisites: None

Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 153 Human Resources Management**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 Business Finance**2 2 3**

Prerequisites: ACC 120 and ACC 125

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the challenges of entrepreneurship including the start-up and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Business Applications Seminar*1 2 2**Prerequisites: ACC 120, BUS 115, BUS 137, either ECO 151, 251 or 252, and
MKT 120

Corequisites: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the workplace.

BUS 240 Business Ethics**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the work force and society.

BUS 260 Business Communication**3 0 3**

Prerequisites: ENG 111 and OST 130 or OST 131

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

BUS 270 Professional Development**3 0 3**

Prerequisites: None

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Cabinetmaking

CAB 111 Cabinetmaking I

4 9 7

Prerequisites: None

Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets. This is a diploma-level course.

Carpentry

CAR 111 Carpentry I

4 15 9

Prerequisites: None

Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. This is a diploma-level course.

CAR 112 Carpentry II

4 15 9

Prerequisites: CAR 111

Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. This is a diploma-level course.

CAR 113 Carpentry III

3 9 6

Prerequisites: CAR 111

Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision. This is a diploma-level course.

CAR 115 Residential Planning/Estimating

3 0 3

Prerequisites: BPR 130

Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

Computer Engineering Technology

CET 111 Computer Upgrade/Repair I**2 3 0 3**

Prerequisites: None

Corequisites: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 Computer Upgrade/Repair II**2 3 0 3**

Prerequisites: CET 111

Corequisites: None

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 212 Integrated Manufacturing Systems**1 3 2**

Prerequisites: ELN 237

Corequisites: None

This course covers computer topics related to integrated manufacturing systems common to current manufacturing facilities. Topics include robot programming, automated control systems, PLCs, data communication, and networking in an integrated manufacturing environment, and other related topics. Upon completion, students should be able to program robots using teaching pendants and troubleshoot and maintain network installations related to integrated manufacturing systems.

Chemistry

CHM 121 Foundations of Chemistry**3 0 3**

Prerequisites: MAT 070 and RED 090

Corequisites: CHM 121A

This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses.

CHM 121A Foundations of Chemistry Laboratory**0 2 1**

Prerequisites: None

Corequisites: CHM 121

This course is a laboratory for CHM 121. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 121. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 121.

CHM 130 General, Organic, and Biochemistry**3 0 3**

Prerequisites: High school chemistry or CHM 121 and CHM 121A

Corequisites: CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 130A General, Organic, and Biochemistry Lab**0 2 1**

Prerequisites: None

Corequisites: CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 132 Organic and Biochemistry**3 3 4**

Prerequisites: CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 135 Survey of Chemistry I**3 2 4**

Prerequisites: MAT 070 and RED 090

Corequisites: None

This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This introductory course series to chemistry emphasizes the practical impact of chemistry and scientific reasoning on society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 136 Survey of Chemistry II**3 2 4**

Prerequisites: CHM 135

Corequisites: None

This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This introductory course series to chemistry emphasizes the practical impact of chemistry and scientific reasoning on society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 151 General Chemistry I**3 3 4**

Prerequisites: High school chemistry or CHM 121 and CHM 121A

Corequisites: MAT 161 OR MAT 171

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 152 General Chemistry II**3 3 4**

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 251 Organic Chemistry I**3 3 4**

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 252 Organic Chemistry II**3 3 4**

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 265 Instrumental Analysis**2 6 4**

Prerequisites: CHM 251

Corequisites: None

This course introduces modern instrumental and chromatographic methods. Topics include methods of chromatographic, spectral, and electrochemical analysis which will provide theory of instrumentation, interpretation, and statistical evaluation of analytical data with practical applications. Upon completion, students should be able to perform quantitative analytical procedures using modern instrumentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 271 Biochemical Principles**3 0 3**

Prerequisites: CHM 252

Corequisites: None

The course covers fundamental principles of biochemistry. Topics include structures, properties, reactions, and mechanisms of biomacromolecules including amino acids, peptides, proteins, carbohydrates and nucleic acids, enzymatic metabolic pathways, and biochemical genetics. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

Information Systems

CIS 110 Introduction to Computers**2 2 3**

Prerequisites: Tested computer keyboarding proficiency

Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. A popular business suite of application software will be used. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 111 Basic PC Literacy**1 2 2**

Prerequisites: Tested computer keyboarding proficiency

Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is intended for those who have not received credit for CIS 110.*

CIS 113 Computer Basics**0 2 1**

Prerequisite: Tested computer keyboarding proficiency

Corequisites: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

CIS 115 Introduction to Programming and Logic**2 2 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. Applications will be developed using Visual Basic. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 120 Spreadsheet I 2 2 3

Prerequisites: CIS 110 or CIS 111 and MAT 080 or MAT 090

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating Systems 2 3 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 148 Operating System — Windows™ NT 2 2 3

Prerequisites: CIS 110 or CIS 111 and NET 110

Corequisites: None

This course introduces operating systems concepts for the Windows™ NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows™ NT environment.

CIS 152 Database Concepts and Applications 2 2 3

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces database design and creation using a database management systems product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 157 Database Programming I 2 2 3

Prerequisites: CIS 115, CIS 130, and CIS 152

Corequisites: None

This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.

CIS 163 Program Interfaces Internet 2 2 3

Prerequisites: CIS 110 or CIS 111, CSC 143

Corequisites: None

This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Applications will be developed using Visual J++. Upon completion, students should be able to create an interactive multimedia application or applet for the Internet.

CIS 165 Desktop Publishing I**2 2 3**

Prerequisites: CIS 110 and OST 136

Corequisites: None

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

CIS 170 Technical Support Functions I**2 2 3**

Prerequisites: CIS 115 and CIS 217

Corequisites: None

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques, support technologies and on Help Desk services to support users of computing technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CIS 215 Hardware Installation and Maintenance**2 3 3**

Prerequisites: CIS 110 and CIS 130

Corequisites: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

CIS 216 Software Installation and Maintenance**1 2 2**

Prerequisites: CIS 110 and CIS 130

Corequisites: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

CIS 217 Computer Training and Support*2 2 3**

Prerequisites: CIS 110, CIS 130, and OST 136

Corequisites: None

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CIS 226 Trends in Technology*1 2 2**

Prerequisites: CIS 110 and second year status

Corequisites: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CIS 244 Operating System — AS/400**2 3 3**

Prerequisites: CIS 130

Corequisites: None

This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.

CIS 245 Operating System — Multi-User**2 3 3**

Prerequisites: CIS 130

Corequisites: None

This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.

CIS 246 Operating System — UNIX**2 3 3**

Prerequisites: CIS 130

Corequisites: None

This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.

CIS 286 Systems Analysis and Design**3 0 3**

Prerequisites: CIS 110, CIS 115, and CIS 152

Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CIS 288 Systems Project*1 4 3**

Prerequisites: CIS 286 and second year status

Corequisites: ENG 114

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CIS 293 Selected Topics in Information Systems*2 2 3**

Prerequisites: CIS 110 and second year status

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Workplace issues of computer professionals will be examined.

Civil Engineering

CIV 110 Statics/Strength of Materials**2 6 4**

Prerequisites: MAT 121

Corequisites: None

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

CIV 111 Soils and Foundations**2 3 3**

Prerequisites: CIV 110 or MEC 250

Corequisites: None

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 125 Civil/Surveying CAD**1 6 3**

Prerequisites: CIS 111, EGR 115, and SRV 110

Corequisites: None

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

CIV 210 Engineering Materials**1 3 2**

Prerequisites: None

Corequisites: None

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.

CIV 211 Hydraulics and Hydrology**2 3 3**

Prerequisites: CIV 110 or MEC 250

Corequisites: None

This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures

CIV 212 Environmental Planning**2 3 3**

Prerequisites: CIV 211

Corequisites: None

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

CIV 215 Highway Technology**1 3 2**

Prerequisites: SRV 111

Corequisites: CIV 211

This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, drainage, superelevation, and N.C. Department of Transportation Standards. Upon completion, students should be able to use roadway drawings and specifications to develop superelevation, drainage, and general highway construction details.

CIV 220 Basic Structural Concepts**1 3 2**

Prerequisites: CIV 110 or MEC 250

Corequisites: None

This course covers the historical perspective of structures as well as types, materials, common elements, and mechanical principles of structures. Topics include basic structure shapes, advantages and disadvantages of standard building materials, application of structural concepts, and other related topics. Upon completion, students should be able to demonstrate an understanding of basic structural concepts.

CIV 221 Steel and Timber Design**2 3 3**

Prerequisites: CIV 110 or MEC 250

Corequisites: None

This course introduces the basic elements of steel and timber structures. Topics include the analysis and design of steel and timber beams, columns, and connections and the use of appropriate manuals and codes. Upon completion, students should be able to analyze, design, and draw simple steel and timber structures.

CIV 222 Reinforced Concrete**2 3 3**

Prerequisites: CIV 110 or MEC 250

Corequisites: None

This course introduces the basic elements of reinforced concrete and masonry structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls; load-bearing masonry walls; and ACI manuals and codes. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and masonry elements and utilize appropriate ACI publications.

CIV 230 Construction Estimating**2 3 3**

Prerequisites: CIS 111 and EGR 115

Corequisites: None

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management**2 3 3**

Prerequisites: EGR 115

Corequisites: None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CIV 250 Civil Engineering Technology Project**1 3 2**

Prerequisites: Successful completion of three semesters of the Civil Engineering Technology program

Corequisites: None

This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

Criminal Justice

CJC 100 Basic Law Enforcement Training**9 27 18**

Prerequisites: None

Corequisites: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Introduction to Criminal Justice**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 112 Criminology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography**1 2 2**

Prerequisites: None

Corequisites: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 121 Law Enforcement Operations**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. There will be an emphasis on practical skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 122 Community Policing**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. There will be an emphasis on North Carolina law.

CJC 132 Court Procedure and Evidence**3 0 3**

Prerequisites: None

Corequisites: None

This course covers judicial structure/process, procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 151 Introduction to Loss Prevention**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 211 Counseling**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics and Community Relations**3 0 3**

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to demonstrate the ability to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse**3 0 3**

Prerequisites: None

Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. Drug enforcement programs and techniques will be discussed.

CJC 214 Victimology**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization and Administration**3 0 3**

Prerequisites: CJC 111

Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles**3 2 4**

Prerequisites: CJC 131

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. An emphasis will be placed on current technology for collection and classification of fingerprint evidence.

CJC 231 Constitutional Law**3 0 3**

Prerequisites: None

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability**3 0 3**

Prerequisites: None

Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. Section 1983 will be specifically discussed.

Cooperative Education

***COE 111 EC Co-op Work Experience I**

0 0 10 1

Prerequisites: EDU 111

Corequisites: COE 115 EC

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This supervised experience gives the student an opportunity to apply age-appropriate principles of child development, relationships, and learning in a child care environment.

***COE 111 MT Co-op Work Experience I**

0 0 10 1

Prerequisites: Thirty semester hours of curriculum courses

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This co-op work experience will be a transcription internship.

***COE 111 SS Co-op Work Experience I**

0 0 10 1

Prerequisites: Departmental approval

Corequisites: COE 115 SS

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Intended for students in the Social Service Associate program.

***COE 112 A Co-op Work Experience I**

0 0 20 2

Prerequisites: Departmental approval

Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. For Automotive Systems Technology students only.

***COE 113 A Co-op Work Experience I**

0 0 30 3

Prerequisites: Departmental approval

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. For Automotive Systems Technology students only.

COE 113 CU Co-op Work Experience I*0 0 30 3**

Prerequisites: Completed first year of curriculum

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The practical culinary training experience provides the student an opportunity to apply and enhance the skills and methodologies of the professional culinarian.

COE 113 HR Co-op Work Experience I*0 0 30 3**

Prerequisites: Completed first year of curriculum

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The practical hospitality in-field training experience provides the student an opportunity to apply and enhance skills and methodologies required of the hospitality professional.

COE 115 EC Work Experience Seminar I*1 0 0 1**

Prerequisites: EDU 111

Corequisites: COE 111 EC

This course provides students with an opportunity to evaluate experiences in the child care setting and discuss curriculum components. Emphasis is placed on planning and carrying out developmentally appropriate activities. Upon completion, students should be able to plan, conduct, and evaluate educational experiences in the early childhood setting.

COE 115 SS Work Experience Seminar I*1 0 0 1**

Prerequisites: Departmental approval

Corequisites: COE 111 SS

This course provides a forum for students to share information on their social service agency work experience. Emphasis is placed upon relating classroom concepts to the work experience. Upon completion, the student will demonstrate an understanding of the nature of various agency work environments.

COE 121 EC Co-op Work Experience II*0 0 10 1**

Prerequisites: COE 111 EC and COE 115 EC or departmental approval

Corequisites: COE 125 EC

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Students will demonstrate care-giving skills including managing children's behavior and meeting individual needs in a child care setting chosen by the department.

COE 121 SS Co-op Work Experience II*0 0 10 1**

Prerequisites: COE 111 SS

Corequisites: COE 125 SS

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Intended for students enrolled in the Social Services program.

COE 123 A Co-op Work Experience II**0 0 30 3**

Prerequisites: Departmental approval

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. For Automotive Systems Technology students only.

COE 125 EC Work Experience Seminar II*1 0 0 1**

Prerequisites: COE 111 EC and COE 115 EC

Corequisites: COE 121 EC

This course provides an opportunity for students to plan and evaluate educational activities in their co-op experience. Emphasis is placed on planning developmentally appropriate activities for young children. Upon completion, students should be able to plan, carry out and evaluate developmentally appropriate activities for young children.

COE 125 SS Work Experience Seminar II*1 0 0 1**

Prerequisites: COE 115 SS

Corequisites: COE 121 SS

This course provides a forum for students to share information on their agency work experience. Emphasis is placed upon relating classroom concepts to the work experience. Upon completion, the student will demonstrate an understanding of the nature of various agency work environments. Intended for students enrolled in the Social Services program.

COE 131 EC Co-op Work Experience III*0 0 10 1**

Prerequisites: Successful completion of first four semesters of EDU or departmental approval

Corequisites: COE 135 EC

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. In this capstone course, students must demonstrate the competencies needed by an Early Childhood Associate and identified for the program.

COE 135 EC Work Experience Seminar III*1 0 0 1**

Prerequisites: COE 121 EC and COE 125 EC

Corequisites: COE 131 EC

This course provides an opportunity for the student to discuss topics related to their co-op experience and prepare to go into the work force. Emphasis is placed on conducting a developmentally appropriate program, resume writing, and job interviewing skills. Upon completion, the student should be able to perform work related competencies in working with young children.

COE 211 IS Co-op Work Experience IV**0 0 10 1**

Prerequisites: Departmental approval

Corequisites: COE 215 OS

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The cooperative experience will allow IS students to apply skills learned in their courses to on-the-job work experience.

COE 211 OS Co-op Work Experience IV**0 0 10 1**

Prerequisites: Departmental approval

Corequisites: COE 215 IS

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The cooperative experience will allow the student to apply skills learned in Office Systems Technology courses to on-the-job work experience.

COE 212 IS Co-op Work Experience IV**0 0 20 2**

Prerequisites: Departmental approval

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The cooperative experience will allow IS students to apply skills learned in their courses to on-the-job work experience.

COE 213 IS Co-op Work Experience IV**0 0 30 3**

Prerequisites: Departmental approval

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. The cooperative experience will allow IS students to apply skills learned in their courses to on-the-job work experience.

COE 215 IS Work Experience Seminar IV**1 0 0 1**

Prerequisites: Departmental approval

Corequisites: COE 211, COE 212 or COE 213

The working student will discuss issues related to Information Systems Technology as well as challenges of the workplace.

COE 215 OS Work Experience Seminar IV	1 0 0 1
Prerequisites: Departmental approval	
Corequisites: COE 211 OS	
The working student will discuss issues related to Office Systems Technology careers. Problems encountered in the workplace will be discussed as well as solutions.	

Communications

COM 231 Public Speaking	3 0 3
Prerequisites: None	
Corequisites: None	
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communications.</i>	

Computer Programming

CSC 134 C++ Programming	2 3 3
Prerequisites: CIS 115	
Corequisites: None	
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iterations, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.</i>	
CSC 135 COBOL Programming	2 3 3
Prerequisites: CIS 115	
Corequisites: None	
This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test and debug COBOL language programs.	
CSC 138 RPG Programming	2 3 3
Prerequisites: CIS 115	
Corequisites: None	
This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test and debug RPG language programs.	
CSC 139 Visual BASIC Programming	2 3 3
Prerequisites: CIS 115	
Corequisites: None	
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.	

CSC 143 Object-Oriented Programming**2 3 3**

Prerequisites: CIS 115 and CSC 134

Corequisites: None

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, student should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

CSC 234 Advanced C++**2 3 3**

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. A visual approach will be used. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 235 Advanced COBOL**2 3 3**

Prerequisites: CSC 135

Corequisites: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 238 Advanced RPG**2 3 3**

Prerequisites: CSC 138

Corequisites: None

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 239 Advanced Visual BASIC**2 3 3**

Prerequisites: CIS 139

Corequisites: None

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 293 Selected Topics in Computer Programming**1 4 3**

Prerequisites: CIS 286, advanced programming electives, and fifth semester status

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Students will use programming skills to complete a project from the definition phase through implementation. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Culinary

CUL 110 Sanitation and Safety**2 0 2**

Prerequisites: None

Corequisites: CUL 110A for Culinary students

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry. Students are required to pass the National Restaurant Association sanitation examination to receive credit for the course.

CUL 110A Sanitation and Safety Lab*0 2 1**

Prerequisites: None

Corequisites: CUL 110 for Culinary students

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. The focus of the class is to familiarize students with the operation and safe handling of commercial kitchen equipment. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 120 Purchasing**2 0 2**

Prerequisites: None

Corequisites: None

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 130 Menu Design*2 0 2**

Prerequisites: CUL 140 and HRM 220

Corequisites: None

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUL 135 Food and Beverage Service*2 0 2**

Prerequisites: CUL students: CUL 180

HRM students: CUL 140

Corequisites: CUL students: CUL 250 and CUL 135A

HRM students: CUL135A

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 135A Food and Beverage Service Lab*0 2 1**

Prerequisites: CUL students: CUL 180

HRM students: CUL 140

Corequisites: CUL students: CUL 135 and CUL 250

HRM students: CUL 135

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

CUL 140 Basic Culinary Skills*2 6 5**

Prerequisites: None

Corequisites: CUL students: CUL110, CUL110A HRM students: CUL110, HRM 192

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry. Weekly participation in American Regional and International buffets enhances students' culinary and service skills.

CUL 150 Food Science*1 2 2**

Prerequisites: None

Corequisites: CUL 140

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of the principles covered as they apply to food preparation in an experimental setting.

CUL 160 Baking I*1 4 3**

Prerequisites: CUL 110 and CUL 110A

Corequisites: None

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Historical perspectives and current practices will be addressed. Upon completion, students should be able to prepare and evaluate baked products.

CUL 170 Gardemanger I*1 4 3**

Prerequisites: None

Corequisites: CUL 110, CUL 110A, and CUL 140

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

***CUL 180 International and American Regional Cuisine 1 8 5**

Prerequisites: CUL 140 and CUL 240

Corequisites: None

This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus. Weekly participation in buffets and banquets enhances students' supervisory and technical skills.

***CUL 240 Advanced Culinary Skills 1 8 5**

Prerequisites: CUL 110, CUL 110A, and CUL 140

Corequisites: None

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. Weekly participation in a la carte production enhances students' culinary and service skills.

***CUL 250 Classical Cuisine 1 8 5**

Prerequisites: CUL 180, CUL 240, CUL 270, and successful completion of the first four semesters of the program

Corequisites: CUL 135 and CUL 135A

This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hôte menus, signature dishes, alfresco dining, exhibition cooking, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting. This course includes weekly a la carte service encompassing contemporary and classical preparation and a capstone final exam.

***CUL 260 Baking II 1 4 3**

Prerequisites: CUL 110, CUL 110A, and CUL 160

Corequisites: None

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

***CUL 270 Gardemanager II 1 4 3**

Prerequisites: CUL 170 and CUL 240

Corequisites: None

This course is a continuation of CUL 170. Topics include pâtés, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

CUL 280 Pastry and Confections**1 4 3**

Prerequisites: CUL 160

Corequisites: None

This course covers the operations of the pastry shop, emphasizing advanced techniques in the production of continental and classical pastries. Topics include advanced work in French pastries, hot and cold desserts, and decorative display pieces. Upon completion, students should be able to plan, execute, and evaluate dessert platters, individual plated desserts and show pieces.

Design Drafting

DDF 211 Design Drafting I*2 6 4**

Prerequisites: DFT 112

Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DDF 221 Design Drafting Project**0 4 2**

Prerequisites: DFT 111, DFT 112, and DFT 151

Corequisites: None

This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters.

Developmental Disabilities

DDT 110 Developmental Disabilities**3 0 0 3**

Prerequisites: None

Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Dental

DEN 101 Preclinical Procedures*4 6 0 7**

Prerequisites: None

Corequisites: DEN 111

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

DEN 102 Dental Materials*3 4 0 5**

Prerequisites: None

Corequisites: DEN 101

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

DEN 103 Dental Sciences**2 0 0 2**

Prerequisites: None

Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma-level course.*

DEN 104 Dental Health Education*2 2 0 3**

Prerequisites: DEN 101 and DEN 111

Corequisites: DEN 106

This course covers the study of preventative dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventative procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

DEN 105 Practice Management*2 0 0 2**

Prerequisites: None

Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

DEN 106 Clinical Practice I*1 0 12 5**

Prerequisites: DEN 101 and DEN 111

Corequisites: DEN 102, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory, laboratory, and clinical skills in a dental setting. *This is a diploma-level course.*

DEN 107 Clinical Practice II*1 0 12 5**

Prerequisites: DEN 106

Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course.*

DEN 110 Orofacial Anatomy**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control**2 0 0 2**

Prerequisites: None

Corequisites: DEN 101 or DEN 121

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112 Dental Radiography**2 3 0 3**

Prerequisites: Enrollment in the Dental Hygiene or Dental Assisting programs

Corequisites: DEN 100 or DEN 110 and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hygiene Preclinic Lecture**2 0 0 2**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene Preclinic Lab*0 6 0 2**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: DEN 120 and DEN 111

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. Also, students should be able to demonstrate aseptic technique used in a dental environment.

DEN 123 Nutrition/Dental Health**2 0 0 2**

Prerequisites: DEN 120 and DEN 130

Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology**2 0 0 2**

Prerequisites: DEN 110

Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

DEN 130 Dental Hygiene Theory I*2 0 0 2**

Prerequisites: DEN 120

Corequisites: DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 Dental Hygiene Clinic I*0 0 9 3**

Prerequisites: DEN 121

Corequisites: DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 Dental Hygiene Theory II*1 0 0 1**

Prerequisites: DEN 130

Corequisites: DEN 141

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II*0 0 6 2**

Prerequisites: DEN 131

Corequisites: DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 191 Selected Topics in Dental Hygiene*0 2 0 1**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The topics and skills for this course will center around effective response to dental office emergencies.

DEN 220 Dental Hygiene Theory III*2 0 0 2**

Prerequisites: BIO 175, DEN 140

Corequisites: DEN 221

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

DEN 221 Dental Hygiene Clinic III*0 0 12 4**

Prerequisites: DEN 141

Corequisites: DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General and Oral Pathology**2 0 0 2**

Prerequisites: BIO 163 or BIO 165 or BIO 168

Corequisites: BIO 169

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology**2 0 0 2**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: BIO 163 or BIO 165 or BIO 168

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures*1 3 0 2**

Prerequisites: DEN 111

Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventative materials, fabrication of casts and appliances, and chair-side functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chair-side functions.

DEN 230 Dental Hygiene Theory IV*1 0 0 1**

Prerequisites: DEN 220

Corequisites: DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV*0 0 12 4**

Prerequisites: DEN 221

Corequisites: DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 232 Community Dental Health*2 0 3 3**

Prerequisites: Enrollment in the Dental Hygiene program, COM 231, and SOC 240

Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventative dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development*2 0 0 2**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DEN 292 Selected Topics in Dental Hygiene**2 0 0 2**

Prerequisites: Enrollment in the Dental Hygiene program

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Topics will include theory and methods of tobacco cessation as well as other timely information related to dental hygiene practice.

Drafting

DFT 111 Technical Drafting I

2 6 4

Prerequisites: None

Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112 Technical Drafting II

2 6 4

Prerequisites: DFT 111

Corequisites: None

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and subassembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

DFT 115 Architectural Drafting

1 2 2

Prerequisites: None

Corequisites: None

This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.

DFT 117 Technical Drafting

1 2 2

Prerequisites: None

Corequisites: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorals. Upon completion, students should be able to produce drawings of assigned parts.

DFT 119 Basic CAD

1 2 2

Prerequisites: None

Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 121 Intro. to Geometric Dimensioning and Tolerancing

1 2 2

Prerequisites: None

Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

DFT 151 CAD I**2 3 3**

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II**2 3 3**

Prerequisites: DFT 151

Corequisites: None

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

DFT 153 CAD III**2 3 3**

Prerequisites: DFT 151

Corequisites: None

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.

DFT 170 Engineering Graphics**2 2 3**

Prerequisites: None

Corequisites: None

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

DFT 251 Customizing CAD Software**2 2 3**

Prerequisites: DFT 151 and DFT 152

Corequisites: None

This course covers customizing CAD software. Topics include the creation of symbol libraries and screen menus, macro writing, and automation of common drafting functions on CAD. Upon completion, students should be able to create a symbol library and screen menu and automate common drawing functions. This course is a unique concentration requirement of the CAD Systems Management Concentration in the Mechanical Drafting Technology program.

DFT 252 Solid Models and Renderings**2 2 3**

Prerequisites: DFT 153

Corequisites: None

This course provides an in-depth study of three-dimensional solid modeling and design software. Topics include parametric design; creation, editing, and rendering of solid models; and generation of views. Upon completion, students should be able to use parametric design techniques to create and edit a three-dimensional solid model, render it, and generate two-dimensional views. This course is a unique concentration requirement of the CAD Systems Management Concentration in the Mechanical Drafting Technology program.

DFT 253 CAD Data Management*2 2 3**

Prerequisites: DFT 151

Corequisites: None

This course covers engineering document management techniques. Topics include efficient control of engineering documents, manipulation of CAD drawing data, generation of bill of materials, and linking to spreadsheets or databases. Upon completion, students should be able to utilize systems for managing CAD drawings, extract data from drawings, and link data to spreadsheets or database applications. This course is a unique concentration requirement of the CAD Systems Management Concentration in the Mechanical Drafting Technology program.

DFT 259 CAD Project*1 4 3**

Prerequisites: DFT 112, DFT 251, DFT 252, and DFT 253

Corequisites: None

This course is a capstone course experience for the CAD Systems Management concentration. Emphasis is placed on the use of design principles and computer technology in planning, managing, and completing a design project. Upon completion, students should be able to plan and produce engineering documents of a design project, including solid models, working drawings, bom's, annotations, and spreadsheets. This course is a unique concentration requirement in the CAD Systems Management concentration in the Mechanical Drafting Technology program.

Diesel Mechanics

DIE 110 Diesel Engines*3 9 6**

Prerequisites: None

Corequisites: None

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

DIE 112 Diesel Electrical Systems*3 6 5**

Prerequisites: None

Corequisites: None

This course introduces electrical theory and applications as they relate to diesel powered equipment. Topics include lighting, accessories, safety, starting, charging, instrumentation, and gauges. Upon completion, students should be able to follow schematics to identify, repair, and test electrical circuits and components

DIE 115 Electronic Engines*2 3 3**

Prerequisites: None

Corequisites: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

DIE 116 Air Conditioning/Diesel Equipment*1 2 2**

Prerequisites: DIE 118 or Dept. Chair approval

Corequisites: None

This course provides a study of the design, theory, and operation of heating and air conditioning systems in newer models of medium and heavy duty vehicles. Topics include component function, refrigerant recovery, and environmental regulations. Upon completion, students should be able to use proper techniques and equipment to diagnose and repair heating/air conditioning systems according to industry standards.

DIE 118 Mechanical Orientation*2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the care and safe use of power and hand tools. Topics include micrometers, dial indicators, torque wrenches, drills, taps, dies, screw extractors, thread restorers, and fasteners. Upon completion, students should be able to select and properly use tools for various operations.

DIE 119 Mechanical Transmissions*2 2 3**

Prerequisites: DIE 118 or Dept. Chair approval

Corequisites: None

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

DIE 125 Preventive Maintenance*1 3 2**

Prerequisites: DIE 118 or Dept. Chair approval

Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DIE 231 Medium/Heavy Duty Brake Systems*1 3 2**

Prerequisites: DIE 118 or Dept. Chair approval

Corequisites: None

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

DIE 233 Suspension and Steering*2 4 4**

Prerequisites: DIE 118 or Dept. Chair approval

Corequisites: None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

Drama

DRA 111 Theatre Appreciation**3 0 3**

Prerequisites: None

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. Attendance at one play performance and in-depth reading of two plays are required. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 112 Literature of the Theatre**3 0 3**

Prerequisites: None

Corequisites: None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Economics

ECO 151 Survey of Economics**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Principles of Microeconomics**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles of Macroeconomics**3 0 3**

Prerequisites: ECO 151 or ECO 251 or permission of Instructor

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Education

EDU 111 Early Childhood Cred I*2 0 2**

Prerequisites: None

Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II*2 0 2**

Prerequisites: None

Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques; and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 131 Child, Family, and Community*3 0 3**

Prerequisites: None

Corequisites: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I*3 0 3**

Prerequisites: None

Corequisites: None

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II*3 0 3**

Prerequisites: EDU 144

Corequisites: None

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance*3 0 3**

Prerequisites: None

Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities*3 0 3**

Prerequisites: None

Corequisites: EDU 151A

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151A Creative Activities Lab*0 2 1**

Prerequisites: None

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety, and Nutrition*3 0 3**

Prerequisites: None

Corequisites: EDU 153A

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 153A Health, Safety, and Nutrition Lab*0 2 1**

Prerequisites: None

Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 221 Children with Special Needs*3 0 3**

Prerequisites: EDU 144 and EDU 145 or PSY 224 and PSY 245

Corequisites: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 251 Exploration Activities*3 0 3**

Prerequisites: None

Corequisites: EDU 251A

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A Exploration Activities Lab*0 2 1**

Prerequisites: None

Corequisites: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259 Curriculum Planning*3 0 3**

Prerequisites: EDU 112, EDU 113, or EDU 119

Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Administration I*2 0 2**

Prerequisites: None

Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Administration II*3 0 3**

Prerequisites: EDU 261

Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 280 Literacy Experiences*3 0 3**

Prerequisites: None

Corequisites: None

This course covers literacy, early literacy development, and appropriate early experiences with books and writing. Emphasis is placed on reading and writing readiness, major approaches used in teaching literacy, and strategies for sharing quality in children's literature. Upon completion, students should be able to select, plan, and evaluate appropriate early literacy experiences.

Engineering

EGR 110 Introduction to Engineering**2 0 2**

Prerequisites: None

Corequisites: None

This course introduces general topics relevant to engineering technology. Topics include the role of the technician, careers in technology, applied mathematics, and programmable calculators. Upon completion, students should be able to choose a career option in engineering technology and use a programmable calculator to solve technical mathematics problems.

EGR 115 Introduction to Technology**2 6 4**

Prerequisites: None

Corequisites: MAT 121, MAT 161 or MAT 171

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

Electrical

ELC 111 Introduction to Electricity**2 2 3**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to nonelectrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity**3 6 5**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I**2 6 4**

Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II**2 6 4**

Prerequisites: ELC 113

Corequisites: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 117 Motors and Controls**2 6 4**

Prerequisites: ELC 112 or ELC 131

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119 NEC Calculations**1 2 2**

Prerequisites: None

Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 125 Diagrams and Schematics**1 2 2**

Prerequisites: None

Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128 Introduction to PLC**2 3 3**

Prerequisites: None

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis**4 3 5**

Prerequisites: None

Corequisites: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 Electrical Drawings**1 3 2**

Prerequisites: None

Corequisites: None

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 140 Fundamentals of DC/AC Circuit**5 6 7**

Prerequisites: None

Corequisites: None

This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.

ELC 215 Electrical Maintenance**2 3 3**

Prerequisites: ELC 117

Corequisites: None

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228 PLC Applications**2 6 4**

Prerequisites: ELC 128

Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELC 229 Applications Project*1 3 2**

Prerequisites: ELC 112 or ELC 113 or ELC 140

Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project

Electronics

ELN 131 Electronic Devices**3 3 4**

Prerequisites: ELC 112, ELC 131, or ELC 140

Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications**3 3 4**

Prerequisites: ELN 131

Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics**3 3 4**

Prerequisites: ELC 111 or ELC 112, ELC 131 or ELC 140

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 140 Semiconductor Devices**4 6 6**

Prerequisites: ELC 131 or ELC 140

Corequisites: None

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

ELN 141 Digital Fundamentals**4 6 6**

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

ELN 143 Television Servicing**4 6 6**

Prerequisites: ELN 140

Corequisites: None

This course provides a detailed study of the operation and repair of television receiver systems. Topics include operation, alignment, and repair of television receiver systems. Upon completion, students should be able to troubleshoot, maintain, and repair television receiver systems.

ELN 152 Fabrication Techniques**1 3 2**

Prerequisites: None

Corequisites: None

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 232 Introduction to Microprocessors**3 3 4**

Prerequisites: ELN 133

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234 Communication Systems**3 3 4**

Prerequisites: ELN 132 or ELN 140

Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 237 Local Area Networks**2 3 0 3**

Prerequisites: CIS 110, CIS 111, or CET 111

Corequisites: None

This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network.

ELN 238 Advanced LANs**2 3 0 3**

Prerequisites: ELN 237

Corequisites: None

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

ELN 242 Audio Servicing**2 3 3**

Prerequisites: ELC 140

Corequisites: ELN 140

This course covers the installation, maintenance, troubleshooting, and repair of consumer audio equipment. Topics include the theory, operation, and maintenance of audio equipment. Upon completion, students should be able to maintain, troubleshoot, and repair consumer audio equipment.

ELN 247 Electronic App Project**1 3 2**

Prerequisites: ELN 131 or ELN 140

Corequisites: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

ELN 260 Programmable Logic Controllers**3 3 4**

Prerequisites: None

Corequisites: None

This course provides a detailed study of PLC applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, programming documentation, input/output devices, and applying PLCs in the design of industrial control systems. Upon completion, students should be able to design and program a PLC system to perform a wide variety of industrial control functions.

ELN 275 Troubleshooting**1 2 2**

Prerequisites: None

Corequisites: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

Emergency Medical Science

EMS 110 EMT — Basic**5 3 0 6**

Prerequisites: Enrollment in EMS program or departmental approval

Corequisites: EMS 111

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary for the EMT-Basic certification.

EMS 111 Prehospital Environment**2 2 0 3**

Prerequisites: Enrollment in EMS program or departmental approval

Corequisites: EMS 110

This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion of EMS 110 and EMS 111, students should be able to demonstrate competencies and skills necessary to achieve EMT-Basic certification.

EMS 120 Intermediate Interventions**2 3 0 3**

Prerequisites: EMS 110, EMS 111, and BIO 168, or departmental approval

Corequisites: EMS 121 or EMS 122 and COE 111, EMS 130, EMS 131, and BIO 169

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate, and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AED's, and correctly interpret arterial blood gases. Current N.C. EMT certification is required for students enrolling in this course.

EMS 121 EMS Clinical Practicum I**0 0 6 2**

Prerequisites: EMS 110, EMS 111, and BIO 168, or departmental approval

Corequisites: EMS 120, EMS 130, EMS 131, and BIO 169

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills. Current N.C. EMT certification is required for students enrolling in this course.

EMS 130 Pharmacology for EMS**1 2 0 2**

Prerequisites: EMS 110, EMS 111, and BIO 168, or departmental approval

Corequisites: EMS 120, EMS 131, and BIO 169

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

1 2 0 2

Corequisites: EMS 120 and EMS 130

EMS 140 Rescue Scene Management

1 6 0 3

Corequisites: None

EMS 150 Vehicle Operations and EMS Communication

1 3 0 2

Corequisites: None

EMS 210 Advanced Patient Assessment

2 2 0 3

Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or COE 111 and EMS 122

Corequisites: None

EMS 220 Cardiology

3 3 0 4

Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131

Corequisites: EMS 221

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support provider level utilizing American Heart Association Guidelines. In addition, the course provides instruction in the use of various cardiac monitoring devices.

EMS 260 Advanced Trauma Emergencies**1 3 0 2**

Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or COE 111 and EMS 122, EMS 210, EMS 220, and EMS 221

Corequisites: EMS 231

This course presents in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies**2 2 0 3**

Prerequisites: EMS 120, EMS 130 and EMS 131, EMS 250, EMS 260, and EMS 231

Corequisites: EMS 241

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support provider level.

EMS 280 EMS Bridging Course**2 2 0 3**

Prerequisites: Enrollment in EMS Program or Department approval

Corequisites: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone**1 3 0 2**

Prerequisites: EMS 220, EMS 231, EMS 250, and EMS 260

Corequisites: EMS 241

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS related events.

English

ENG 080 Writing Foundations**3 2 4**

Prerequisites: ENG 070 or ENG 075 or placement

Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental writing prerequisite for ENG 111.*

ENG 090 Composition Strategies**3 0 3**

Prerequisites: ENG 080 or ENG 085

Corequisites: ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course, with ENG 090A, satisfies the developmental writing prerequisite for ENG 111.*

ENG 090A Composition Strategies Lab**0 2 1**

Prerequisites: ENG 080 or ENG 085

Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 102 Applied Communications II**3 0 3**

Prerequisites: None

Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 111 Expository Writing**3 0 3**

Prerequisites: ENG 090, ENG 090A, RED 090, or placement test

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English Composition.*

ENG 112 Argument-Based Research**3 0 3**

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English Composition.*

ENG 113 Literature-Based Research**3 0 3**

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English Composition.*

ENG 114 Professional Research and Reporting**3 0 3**

Prerequisites: ENG 111

Corequisites: Admission to a Major Program (other than General Occupational Technology) or English Department approval

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. Students entering this course should be able to demonstrate in-depth knowledge in a technical field and should anticipate interdepartmental evaluation of course projects. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English Composition.*

ENG 125 Creative Writing I**3 0 3**

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 126 Creative Writing II**3 0 3**

Prerequisites: ENG 125

Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 131 Introduction to Literature**3 0 3**

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, student should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I**3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course requires a research paper. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II**3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course requires a research paper. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I**3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Reading and writing about *King Lear* and an eighteenth century novel are required. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II **3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Reading and writing about a nineteenth century novel are required. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I **3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the 17th century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 World Literature II **3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the 18th century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 274 Literature by Women **3 0 3**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

French

FRE 111 Elementary French I

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Lab practice is expected of students. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II

3 0 3

Prerequisites: FRE 111

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. Lab practice is expected of students. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211 Intermediate French I

3 0 3

Prerequisites: FRE 112

Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Lab practice is expected of students. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212 Intermediate French II

3 0 3

Prerequisites: FRE 211

Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Lab practice is expected of students. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Geography

GEO 111 World Regional Geography

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 112 Cultural Geography

3 0 3

Prerequisites: None

Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 130 General Physical Geography

3 0 3

Prerequisites: None

Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

German

GER 111 Elementary German I

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112 Elementary German II**3 0 3**

Prerequisites: GER 111

Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 211 Intermediate German I**3 0 3**

Prerequisites: GER 112

Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 212 Intermediate German II**3 0 3**

Prerequisites: GER 211

Corequisites: None

This course is a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Health

HEA 110 Personal Health/Wellness**3 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 112 First Aid and CPR**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 120 Community Health**3 0 3**

Prerequisites: None

Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

History

HIS 111 World Civilizations I**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112 World Civilizations II**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I**3 0 3**

Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II**3 0 3**

Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 162 Women and History**3 0 3**

Prerequisites: None

Corequisites: None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Hotel and Restaurant Management

HRM 110 Introduction to Hospitality**2 0 2**

Prerequisites: None

Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 120 Front Office Procedures*3 0 3**

Prerequisites: None

Corequisites: ACC 175 and HRM 120A

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. This course will also examine the housekeeping department of the hotel, its operation and management, and its working relationship with the front office.

HRM 120A Front Office Procedures Lab*0 2 1**

Prerequisites: CIS 110

Corequisites: ACC 175 and HRM 120

This course is laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.

HRM 135 Facilities Management*2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the basic elements of planning and designing hospitality facilities, including their maintenance and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and workflow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.

HRM 140 Hospitality Tourism Law*3 0 3**

Prerequisites: None

Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 145 Hospitality Supervision*3 0 3**

Prerequisites: None

Corequisites: None

This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

HRM 192 Selected Topics in Dining Room Management*1 2 2**

Prerequisites: None

Corequisites: CUL 140

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will focus on the management of services in the dining room environment.

HRM 210 Meetings and Conventions*3 0 3**

Prerequisites: HRM 215, HRM 215A, and HRM 240

Corequisites: None

This course introduces organization, arrangement, and operation of conventions, trade shows, professional meetings, and food functions. Emphasis is placed on the methods of marketing, selling, and servicing conventions and trade shows and the division of administrative responsibilities in their operation. Upon completion, students should be able to describe and apply the principles of management to multi-function, multi-day conferences and events.

HRM 215 Restaurant Management*3 0 3**

Prerequisites: CUL 135, CUL 135A and HRM 192

Corequisites: HRM 215A

This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 215A Restaurant Management Lab*0 2 1**

Prerequisites: CUL 135, CUL 135A and HRM 192

Corequisites: HRM 215

This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management applications.

HRM 220 Food and Beverage Control*3 0 3**

Prerequisites: CIS 110 and MAT 115

Corequisites: None

This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.

HRM 225 Beverage Management**2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the management of beverage operations in a hospitality operation. Topics include history, service, procurement, storage, and control of wines, fermented and distilled beverages, sparkling waters, coffees, and teas. Upon completion, students should be able to demonstrate knowledge of the beverages consumed in a hospitality operation.

HRM 240 Hospitality Marketing*3 0 3**

Prerequisites: None

Corequisites: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 280 Hospitality Management Problems*3 0 3**

Prerequisites: Successful completion of the first four semesters of the program

Corequisites: None

This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers. This course involves the student in a capstone project that will utilize the knowledge and practical experience from the previous semesters of the program.

Human Services

HSE 110 Introduction to Human Services*2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I*1 2 0 2**

Prerequisites: Enrollment in the HSE program

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques*2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling*2 2 0 3**

Prerequisites: PSY 150

Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem-solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 Human Services Issues*2 0 0 2**

Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multifaceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220 Case Management*2 2 0 3**

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention*3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

Humanities/Fine Arts Courses

The following courses are classified as Humanities/Fine Arts. For more information see the course description. Courses with the following prefixes may be used as Humanities/Fine Arts for the *Associate in Applied Science degrees*: ART, COM, DRA, FRE, GER, HUM, MUS, PHI, REL, and SPA. Any ENG course numbered above 115 may be used.

ART

ART 114	Art History Survey I	*ART 132	Drawing II
ART 115	Art History Survey II	*ART 240	Painting I
ART 117	Non-Western Art History	*ART 241	Painting II
*ART 131	Drawing I	*ART 244	Watercolor

COMMUNICATIONS

COM 231	Public Speaking
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DRAMA

DRA 111	Theatre Appreciation	DRA 112	Literature of the Theatre
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ENGLISH

ENG 125	Creative Writing I	ENG 241	British Literature I
ENG 126	Creative Writing II	ENG 242	British Literature II
ENG 131	Introduction to Literature	ENG 261	World Literature I
ENG 231	American Literature I	ENG 262	World Literature II
ENG 232	American Literature II	ENG 274	Literature by Women

FOREIGN LANGUAGES

FRE 111	Elementary French I	GER 212	Intermediate German II
FRE 112	Elementary French II	SPA 111	Elementary Spanish I
FRE 211	Intermediate French I	SPA 112	Elementary Spanish II
FRE 212	Intermediate French II	*SPA 120	Spanish for the Workplace
GER 111	Elementary German I	*SPA 141	Culture and Civilization
GER 112	Elementary German II	SPA 211	Intermediate Spanish I
GER 211	Intermediate German I	SPA 212	Intermediate Spanish II

HUMANITIES

HUM 110	Technology and Society	HUM 160	Introduction to Film
*HUM 115	Critical Thinking	*HUM 230	Leadership Development
HUM 122	Southern Culture		

MUSIC

MUS 110	Music Appreciation	*MUS 121	Music Theory I
MUS 113	American Music	*MUS 122	Music Theory II
MUS 114	Non-Western Music		

PHILOSOPHY

PHI 210	History of Philosophy	PHI 221	Western Philosophy II
PHI 215	Philosophical Issues	*PHI 230	Introduction to Logic
PHI 220	Western Philosophy I	PHI 240	Introduction to Ethics

RELIGION

REL 110	World Religions
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**This course does not meet transfer requirements as a Humanities/Fine Arts course under the Articulation Agreement with the University of North Carolina system.*

Humanities

HUM 110 Technology and Society

3 0 3

Prerequisites: None

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 115 Critical Thinking

3 0 3

Prerequisites: ENG 101 or ENG 111

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HUM 122 Southern Culture

3 0 3

Prerequisites: None

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Attendance at five film showings and an in-depth written analysis of one film are required. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

Hydraulics

HYD 110 Hydraulics/Pneumatics I

2 3 3

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 112 Hydraulics/Medium/Heavy Duty

1 2 2

Prerequisites: None

Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

Industrial Science

ISC 121 Environmental Health and Safety

3 0 3

Prerequisites: None

Corequisites: None

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

ISC 131 Quality Management

3 0 3

Prerequisites: None

Corequisites: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 132 Manufacturing Quality Control

2 3 3

Prerequisites: None

Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. This course focuses on analyzing, improving, planning, controlling, and documenting processes and procedures. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II**2 12 6**

Prerequisites: MAC 111

Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Technology III**2 12 6**

Prerequisites: MAC 112

Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Introduction to Metrology**2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Introduction to CNC**2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Students will learn computer skills necessary for machinists. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning**1 3 2**

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling**1 3 2**

Prerequisites: None

Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151 Machining Calculations**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Advanced Machining Calculations**1 2 2**

Prerequisites: None

Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 153 Compound Angles**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques. This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.

MAC 214 Machining Technology IV**2 12 6**

Prerequisites: MAC 112

Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications

MAC 224 Advanced CNC Milling**1 3 2**

Prerequisites: MAC 124

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 226 CNC EDM Machining**1 3 2**

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC 229 CNC Programming**2 0 2**

Prerequisites: MAC 121, MAC 122, MAC 124, or MAC 226

Corequisites: None

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

MAC 241 Jigs and Fixtures I**2 6 4**

Prerequisites: MAC 112

Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 243 Die Making I**2 6 4**

Prerequisites: MAC 112

Corequisites: None

This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.

MAC 244 Die Making II**1 9 4**

Prerequisites: MAC 243

Corequisites: None

This course provides continued study in the application and use of dies. Emphasis is placed on the design and manufacturing of complex dies. Upon completion, students should be able to design and build complex dies. This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.

MAC 245 Mold Construction I**2 6 4**

Prerequisites: MAC 112

Corequisites: None

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

MAC 246 Mold Construction II**1 9 4**

Prerequisites: MAC 245

Corequisites: None

This course provides continued study in the application and use of molds. Emphasis is placed on design and manufacturing of complex molds. Upon completion, students should be able to design and build complex molds. This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.

MAC 247 Production Tooling**2 0 2**

Prerequisites: MAC 111

Corequisites: None

This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.

Mathematics

MAT 060 **Essential Mathematics**

3 2 4

Prerequisites: MAT 050

Corequisites: RED 080

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. The operation of a scientific calculator is an essential part of the instructional methodology, and all students are expected to have one.

MAT 070 **Introductory Algebra**

3 2 4

Prerequisites: MAT 060

Corequisites: RED 080

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. The operation of a graphing calculator is an essential part of the instructional methodology, and all students are expected to have one.

MAT 080 **Intermediate Algebra**

3 2 4

Prerequisites: MAT 070

Corequisites: RED 080

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. The operation of a graphing calculator is an essential part of the instructional methodology, and all students are expected to have one.

MAT 090 **Accelerated Algebra**

3 2 4

Prerequisites: MAT 060

Corequisites: RED 080

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology. The operation of a graphing calculator is an essential part of the instructional methodology, and all students are expected to have one.

MAT 101 **Applied Mathematics I**

2 2 3

Prerequisites: MAT 060

Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

This course is intended for certificate and diploma programs.

MAT 115 Mathematical Models**2 2 3**

Prerequisites: MAT 070

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 Algebra/Trigonometry I**2 2 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II**2 2 3**

Prerequisites: MAT 121

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics**3 0 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides an introduction in a nontechnical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 140A Survey of Mathematics Lab**0 2 1**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 151 Statistics I**3 0 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 151A Statistics I Lab**0 2 1**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 161 College Algebra**3 0 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 161A

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 161A College Algebra Lab**0 2 1**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 162 College Trigonometry**3 0 3**

Prerequisites: MAT 161

Corequisites: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 162A College Trigonometry Lab**0 2 1**

Prerequisites: MAT 161

Corequisites: MAT 162

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 171 Precalculus Algebra**3 0 3**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 171A Precalculus Algebra Lab**0 2 1**

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 172 Precalculus Trigonometry**3 0 3**

Prerequisites: MAT 171

Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 172A Precalculus Trigonometry Lab**0 2 1**

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 175 Precalculus**4 0 4**

Prerequisites: High school Algebra III/Trigonometry or MAT 162

Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 175A Precalculus Lab**0 2 1**

Prerequisites: High school Algebra III/Trigonometry or MAT 162

Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 263 Brief Calculus**3 0 3**

Prerequisites: MAT 161

Corequisites: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 271 Calculus I**3 2 4**

Prerequisites: MAT 172 or MAT 175

Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 272 Calculus II**3 2 4**

Prerequisites: MAT 271

Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 273 Calculus III**3 2 4**

Prerequisites: MAT 272

Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 273A Calculus III Lab**0 2 1**

Prerequisites: MAT 272

Corequisites: MAT 273

This course is a laboratory for MAT 273. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 285 Differential Equations**3 0 3**

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Mechanical

MEC 110 Introduction to CAD/CAM**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 141 Introduction to Manufacturing Processes**2 2 3**

Prerequisites: None

Corequisites: None

This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify physical characteristics of materials and describe processes used to manufacture a part.

MEC 142 Physical Metallurgy**1 2 2**

Prerequisites: None

Corequisites: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 161 Manufacturing Processes I*3 0 3**

Prerequisites: None

Corequisites: None

This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and nontraditional processing for metals and nonmetals.

MEC 161A Manufacturing Processes I Lab*0 3 1**

Prerequisites: None

Corequisites: MEC 161

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

MEC 172 Introduction to Metallurgy**2 2 3**

Prerequisites: None

Corequisites: None

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 180 Engineering Materials*2 3 3**

Prerequisites: None

Corequisites: None

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and nonferrous metals, plastics, composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

MEC 231 Computer-Aided Manufacturing I**1 4 3**

Prerequisites: None

Corequisites: None

This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing information needed to manufacture parts. Upon completion, students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software.

MEC 232 Computer-Aided Manufacturing II**1 4 3**

Prerequisites: MEC 231

Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

MEC 236 Regional Manufacturing**1 4 3**

Prerequisites: None

Corequisites: None

This course introduces the regional manufacturing facilities. Emphasis is placed on on-site tours and interaction with local regional manufacturing personnel. Upon completion, students should be able to identify regional manufacturers, their products, basic methods, personnel, and hiring standards.

MEC 237 Control Systems*3 2 4**

Prerequisites: MAT 122 and PHY 122 or ELC 111 and ELC 131

Corequisites: None

This course covers basic principles of control systems. Topics include the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications. Upon completion, students should be able to understand the design and function of circuits, motors, transducers, servomechanisms, and other devices.

MEC 250 Statics and Strength of Materials**4 3 5**

Prerequisites: PHY 131 or PHY 151

Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MEC 261 Manufacturing Process II*2 4 4**

Prerequisites: MEC 161

Corequisites: None

This course covers advanced manufacturing processes. Topics include advanced concepts of work handling, automated manufacturing processes, production methods, and setups. Upon completion, students should be able to set up to manufacture a product on a production basis.

MEC 267 Thermal Systems**2 2 3**

Prerequisites: PHY 131 or PHY 151

Corequisites: None

This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power.

MEC 270 Machine Design*3 3 4**

Prerequisites: DFT 151, MEC 180, and MEC 250 or MEC 251 and MEC 252

Corequisites: None

This course covers the basic principles underlying design and selection of machine elements. Topics include stress analysis, selection of components, power transmission, and other design considerations. Upon completion, students should be able to identify and solve mechanical design problems by applying basic engineering principles.

MEC 271 Machine Design Project**0 3 1**

Prerequisites: None

Corequisites: MEC 270

This course provides an opportunity for involvement in the practical application of machine design by development of a project. Emphasis is placed on the design and engineering processes required to complete an approved project. Upon completion, students should be able to demonstrate the ability to progress from conceptual design to completed project.

MEC 288 Manufacturing Engineering Research & Design Project **0 2 1**

Prerequisites: None

Corequisites: ATR 112

This course provides an opportunity to research specific interest areas in the field of manufacturing engineering. Emphasis is on a specific area of concern. Upon completion, students should be able to demonstrate competence through a hands-on project.

Medical Transcription

MED 118 Medical Law and Ethics**2 0 0 2**

Prerequisites: None

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I**3 0 0 3**

Prerequisites: ENG 090, ENG 090A and RED 090 or placement test

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II**3 0 0 3**

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 292 Selected Topics in Medical Transcription**2 0 0 2**

Prerequisites: MED 122

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Among topics presented, students will explore medical law and ethics. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Marketing and Retailing

MKT 120 Principles of Marketing**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing**3 0 3**

Prerequisites: None

Corequisites: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123 Fundamentals of Selling**3 0 3**

Prerequisites: None

Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 221 Consumer Behavior**3 0 3**

Prerequisites: None

Corequisites: None

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT 224 International Marketing**3 0 3**

Prerequisites: None

Corequisites: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MKT 225 Marketing Research**3 0 3**

Prerequisites: MKT 120

Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 227 Marketing Applications**3 0 3**

Prerequisites: MKT 120 and MKT 221

Corequisites: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

Medical Laboratory Technology

MLT 110 Introduction to MLT**2 3 0 3**

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course is designed to introduce all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 Urinalysis and Body Fluids**1 3 0 2**

Prerequisites: Enrollment in the Medical Laboratory Technology program,
MLT 110 and BIO 163

Corequisites: None

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 120 Hematology/Hemostasis**3 3 0 4**

Prerequisites: Enrollment in the Medical Laboratory Technology program,
MLT 110 and BIO 163

Corequisites: None

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 126 Immunology and Serology**1 2 0 2**

Prerequisites: Enrollment in the Medical Laboratory Technology program,
MLT 110 and BIO 163

Corequisites: None

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

MLT 127 Transfusion Medicine**2 3 0 3**

Prerequisites: Enrollment in the Medical Laboratory Technology program and
MLT 126

Corequisites: None

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pre-transfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

MLT 130 Clinical Chemistry**3 3 0 4**

Prerequisites: Enrollment in the Medical Laboratory Technology program,
CHM 130, and CHM 130A

Corequisites: None

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Introduction to Microbiology**2 3 0 3**

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course is designed to introduce basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 210 CLA-MLT Transition**4 0 0 4**

Prerequisites: Completion of a one-year CAHEA approved medical laboratory assistant program

Corequisites: None

This course provides an overview of the changes that have occurred in medical laboratory technology. Topics include new test methodologies, current clinical practices, and relevant governmental regulations. Upon completion, students should be able to demonstrate theoretical comprehension of current issues and technical topics in the medical laboratory setting.

MLT 215 Professional Issues**1 0 0 1**

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 240 Special Clinic Microbiology**2 3 0 3**

Prerequisites: MLT 140

Corequisites: None

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 252 MLT Practicum I***0 0 6 2**

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT120, MLT 240, MLT 126, MLT 130, BIO 163, CHM 130, and CHM 130A

Corequisites: MLT 111 and MLT 127

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of Phlebotomy.

MLT 254 MLT Practicum I***0 0 12 4**

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of blood banking.

MLT 255 MLT Practicum I***0 0 15 5**

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of microbiology.

MLT 261 MLT Practicum II***0 0 3 1**

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of urinalysis.

MLT 265 MLT Practicum II***0 0 15 5**

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of hematology.

MLT 275 MLT Practicum III***0 0 15 5**

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252

Corequisites: None

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of clinical chemistry.

**** MLT 252, 254, 255, 261, 265, 275**

Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Music

MUS 110 Music Appreciation**3 0 3**

Prerequisites: None

Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113 American Music**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 114 Non-Western Music**3 0 3**

Prerequisites: None

Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on nontraditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121 Music Theory I**3 2 4**

Prerequisites: None

Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MUS 122 Music Theory II**3 2 4**

Prerequisites: MUS 121

Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Networking Technology

NET 110 Data Communication/Networking**2 2 3**

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 115 Telecommunication Fundamentals**1 2 2**

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110. Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations.

NET 120 Network Installation/Administration I**2 2 3**

Prerequisites: NET 110

Corequisites: None

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

Nursing

NUR 101 Practical Nursing I*7 6 6 11**

Prerequisites: Admission into the Practical Nursing program

Corequisites: BIO 163 and PSY 110

This course introduces concepts as related to the practical nurse's care-giver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 102 Practical Nursing II*8 0 12 12**

Prerequisites: BIO 163, NUR 101, and PSY 110

Corequisites: None

This course includes more advanced concepts as related to the practical nurse's care-giver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103 Practical Nursing III*6 0 12 10**

Prerequisites: NUR 102

Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 115 Fundamentals of Nursing*2 3 6 5**

Prerequisites: Admission into the Associate Degree Nursing program

Corequisites: BIO 168, NUR 117 and NUR 133

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 116 Nursing of Older Adults*2 3 3 4**

Prerequisites: ENG 114, NUR 125 and NUR 255

Corequisites: NUR 235

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

NUR 117 Pharmacology*1 3 0 2**

Prerequisites: Admission into the Associate Degree Nursing program

Corequisites: BIO 168, NUR 115 and NUR 133

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125 Maternal-Child Nursing*5 3 6 8**

Prerequisites: NUR 115, NUR 185, NUR 188 and SOC 215

Corequisites: ENG 114 and NUR 255

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 Nursing Assessment*2 3 0 3**

Prerequisites: Admission into the Associate Degree Nursing program, or Licensed Healthcare Provider with Department Chair approval

Corequisites: BIO 168, NUR 115 and NUR 117

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a non-invasive physical assessment.

NUR 135 Adult Nursing I*5 3 9 9**

Prerequisites: BIO 168, NUR 115, NUR 117 and NUR 133

Corequisites: BIO 169

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 Mental Health Nursing*3 0 6 5**

Prerequisites: BIO 169, NUR 115 and NUR 135

Corequisites: None

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 188 Nursing in the Community*1 0 6 3**

Prerequisites: BIO 169, NUR 115 and NUR 135

Corequisites: None

This course introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurses' roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.

NUR 189 Nursing Transition*1 3 0 2**

Prerequisites: Admission into the LPN/ADN Bridge program, or Licensed Healthcare Provider with Department Chair approval

Corequisites: NUR 133

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

NUR 235 Adult Nursing II*4 3 15 10**

Prerequisites: ENG 114, NUR 125, NUR 135 and NUR 255

Corequisites: NUR 116

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multi-disciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

NUR 255 Professional Issues*3 0 0 3**

Prerequisites: NUR 185, NUR 188 and SOC 215

Corequisites: ENG 114 and NUR 125

This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.

Nutrition

NUT 110 Nutrition

3 0 3

Prerequisites: None

Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

Operations Management

OMT 112 Materials Management

3 0 3

Prerequisites: ISC 221

Corequisites: None

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OMT 132 ISO 9000 Standards

3 0 3

Prerequisites: None

Corequisites: None

This course covers the current version of the ISO 9000 series of standards. Topics include the ISO 9000 series of standards and proper implementation of these standards in an organization. Upon completion, students should be able to identify the proper ISO standard for registration and demonstrate a detailed understanding of each standard.

OMT 133 ISO 9000 Internal Auditor

3 0 3

Prerequisites: OMT 132 or equivalent

Corequisites: None

This course covers the topics necessary in order to conduct an internal quality audit that complies with the proper ISO 9000 standard. Topics include audit planning, conducting internal audits, audit communication, and corrective action follow-up reports. Upon completion, students should be able to demonstrate a proficiency in auditing techniques for conducting internal quality audits.

***OMT 260 Issues in Operations Management**

3 0 3

Prerequisites: ISC 121, ISC 131, ISC 210, ISC 225 and OMT 112

Corequisites: None

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

Office Systems Technology

OST 080 Basic Keyboarding

1 2 2

Prerequisites: None

Corequisites: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131 Keyboarding

1 2 2

Prerequisites: None

Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building

1 2 2

Prerequisites: OST 134

Corequisites: None

This course provides accuracy and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry and Formatting

3 2 4

Prerequisites: OST 131

Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 136 Word Processing

1 2 2

Prerequisites: OST 131

Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Software Applications

1 2 2

Prerequisites: CIS 110 and OST 080 or OST 131

Corequisites: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 164 Text Editing Applications **3 0 3**

Prerequisites: OST 131 and ENG 111

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management **1 2 2**

Prerequisites: None

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. ARMA indexing rules are used.

OST 201 Medical Transcription I **3 2 4**

Prerequisites: OST 136 and OST 164

Corequisites: MED 122 or OST 142

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs.*

OST 202 Medical Transcription II **3 2 4**

Prerequisites: OST 201

Corequisites: None

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. *This course is intended for diploma programs.*

OST 223 Machine Transcription I **1 2 2**

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 236 Advanced Word and Information Processing **2 2 3**

Prerequisites: OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 244 Medical Document Production**1 2 2**

Prerequisites: MED 121 or OST 141, and OST 134

Corequisites: None

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

OST 286 Professional Development*2 0 2**

Prerequisites: None

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, healthy life-styles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management*2 2 3**

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

OST 292 Selected Topics in Office Systems Technology**1 3 2**

Prerequisites: CIS 120, OST 136, and OST 137

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. The management of office integrated technologies is emphasized. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Phlebotomy

PBT 100 Phlebotomy Technology*5 2 0 6**

Prerequisites: Enrollment in the Phlebotomy Technology program

Corequisites: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. *This is a certificate-level course.*

PBT 101 Phlebotomy Practicum*0 0 9 3**

Prerequisites: Enrollment in the Phlebotomy Technology program

Corequisites: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. *This is a certificate-level course.*

Physical Education

PED 110 Fit and Well for Life

1 2 2

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 111 Physical Fitness I

0 3 1

Prerequisites: None

Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 112 Physical Fitness II

0 3 1

Prerequisites: PED 111 or department approval

Corequisites: None

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 113 Aerobics I

0 3 1

Prerequisites: None

Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 114 Aerobics II

0 3 1

Prerequisites: PED 113 or department approval

Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 115 Step Aerobics I**0 3 1**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 116 Step Aerobics II**0 3 1**

Prerequisites: PED 115 or department approval

Corequisites: None

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 117 Weight Training I**0 3 1**

Prerequisites: None

Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 118 Weight Training II**0 3 1**

Prerequisites: PED 117 or Department Approval

Corequisites: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 120 Walking for Fitness**0 3 1**

Prerequisites: None

Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 121 Walk, Jog, Run**0 3 1**

Prerequisites: None

Corequisites: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 128 Golf — Beginning**0 2 1**

Prerequisites: None

Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 129 Golf — Intermediate**0 2 1**

Prerequisites: PED 128

Corequisites: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 130 Tennis — Beginning**0 2 1**

Prerequisites: None

Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 131 Tennis — Intermediate**0 2 1**

Prerequisites: PED 130 or department approval

Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 139 Bowling — Beginning**0 2 1**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 140 Bowling — Intermediate**0 2 1**

Prerequisites: PED 139

Corequisites: None

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 142 Lifetime Sports**0 2 1**

Prerequisites: None

Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 143 Volleyball — Beginning**0 2 1**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 144 Volleyball — Intermediate**0 2 1**

Prerequisites: PED 143 or department approval

Corequisites: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 145 Basketball — Beginning**0 2 1**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 146 Basketball — Intermediate**0 2 1**

Prerequisites: PED 145

Corequisites: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 148 Softball**0 2 1**

Prerequisites: None

Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 170 Backpacking**0 2 1**

Prerequisites: None

Corequisites: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 171 Nature Hiking**0 2 1**

Prerequisites: None

Corequisites: None

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 210 Team Sports**0 3 1**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 220 Exercise for Physically Challenged**0 2 1**

Prerequisites: None

Corequisites: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Philosophy

PHI 210 History of Philosophy

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 220 Western Philosophy I

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 221 Western Philosophy II

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230 Introduction to Logic **3 0 3**

Prerequisites: ENG 111

Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PHI 240 Introduction to Ethics **3 0 3**

Prerequisites: ENG 111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Physics

PHY 110 Conceptual Physics **3 0 3**

Prerequisites: None

Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. Nonmathematical discussions of concepts and practical applications will be stressed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 110A Conceptual Physics Lab **0 2 1**

Prerequisites: None

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 122 Applied Physics II **3 2 4**

Prerequisites: None

Corequisites: None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding if the principles studied as applied in industrial and service fields.

PHY 131 Physics — Mechanics**3 2 4**

Prerequisites: MAT 121

Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I**3 2 4**

Prerequisites: MAT 161 or MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 152 College Physics II**3 2 4**

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 251 General Physics I*3 3 4**

Prerequisites: MAT 271

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

PHY 252 General Physics II*3 3 4**

Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

Plastics

PLA 110 Introduction to Plastics **2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

Political Science

POL 110 Introduction to Political Science **3 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and nondemocratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

POL 120 American Government **3 0 3**

Prerequisites: None

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

POL 210 Comparative Government **3 0 3**

Prerequisites: None

Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

Psychology

PSY 101 Applied Psychology

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for certificate and diploma programs.*

PSY 102 Human Relations

2 0 2

Prerequisites: None

Corequisites: None

This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness. *This course is intended for certificate and diploma programs.*

PSY 110 Life Span Development

3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study. *This course is intended for certificate, diploma, and A.A.S. degree programs.*

PSY 118 Interpersonal Psychology

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. *This course is intended for all Associate degree programs.*

PSY 150 General Psychology

3 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

PSY 237 Social Psychology**3 0 3**

Prerequisites: PSY 150 or SOC 210

Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psychology**3 0 3**

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

PSY 243 Child Psychology**3 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 255 Introduction to Exceptionality**3 0 3**

Prerequisites: PSY 150

Corequisites: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 281 Abnormal Psychology**3 0 3**

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

Radiography

2 3 0 3

Prerequisites: Enrollment in Radiography program

Corequisites: BIO 163, RAD 111, RAD 151, and RAD 182

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

3 3 0 4

Prerequisites: Enrollment in the Radiography program

Corequisites: BIO 163, RAD 110, RAD 151, and RAD 182

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

3 3 0 4

Prerequisites: BIO 163, RAD 110, RAD 111, RAD 151, and RAD 182

Corequisites: RAD 121 and RAD 161

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

2 3 0 3

Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: RAD 112 and RAD 161

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

1 3 0 2

Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

1 3 0 2

Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 122 and RAD 171

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151 RAD Clinical Education I*0 0 6 2**

Prerequisites: Enrollment in the Radiography program

Corequisites: RAD 110, RAD 111, and RAD 182

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. This course is designed to be taken in conjunction with RAD 182, RAD Clinical Elective.

RAD 161 RAD Clinical Education II*0 0 15 5**

Prerequisites: RAD 110, RAD 111, RAD 151, and RAD 182

Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Education III*0 0 12 4**

Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 182 RAD Clinical Elective*0 0 6 2**

Prerequisites: Enrollment in the Radiography program

Corequisites: RAD 110, RAD 111, and RAD 151

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives. This course is designed to be taken in conjunction with RAD 151, RAD Clinical Education I.

RAD 211 RAD Procedures III**2 3 0 3**

Prerequisites: RAD 112 and RAD 122

Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

RAD 231 Radiographic Physics II**1 3 0 2**

Prerequisites: RAD 122, RAD 131, and RAD 171

Corequisites: RAD 211, RAD 241, and RAD 251

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241 Radiation Protection**2 0 0 2**

Prerequisites: RAD 122, RAD 131, and RAD 171

Corequisites: RAD 211, RAD 231, and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Radiographic Analysis**2 3 0 3**

Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251

Corequisites: RAD 261 and RAD 291

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251 RAD Clinical Education IV*0 0 21 7**

Prerequisites: RAD 122, RAD 131, and RAD 171

Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Education V*0 0 21 7**

Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251

Corequisites: RAD 245 and RAD 291

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 291 Selected Topics in Radiography**0 3 0 1**

Prerequisites: Enrollment in the Radiography program, RAD 211, RAD 231, RAD 241, and RAD 251

Corequisites: RAD 245 and RAD 261

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course is designed to serve as a capstone course for the final semester Radiography student.

Real Estate Appraisal

REA 101 Introduction to Real Estate Appraisal R-1*2 0 2**

Prerequisites: None

Corequisites: None

This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. *This course is required for the Real Estate Appraisal certificate.*

REA 102 Valuation Principles and Procedures R-2*2 0 2**

Prerequisites: REA 101

Corequisites: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). *This course is required for the Real Estate Appraisal certificate.*

REA 103 Applied Residential Property Valuation R-3*2 0 2**

Prerequisites: REA 102

Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. *This course is required for the Real Estate Appraisal certificate.*

REA 201 Introduction to Income Property Appraisal G-1*2 0 2**

Prerequisites: REA 103

Corequisites: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate.*

REA 202 Advanced Income Capitalization Procedures G-2*2 0 2**

Prerequisites: REA 201

Corequisites: A financial calculator is required for this course.

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate.*

***REA 203 Applied Income Property Valuation G-3** **2 0 2**

Prerequisites: REA 202

Corequisites: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal certificate.*

Reading

RED 080 Introduction to College Reading **3 2 4**

Prerequisites: ENG 075 or RED 070 or placement

Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 090 Improved College Reading **3 2 4**

Prerequisites: ENG 085 or RED 080

Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

Religion

REL 110 World Religions **3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Real Estate

***RLS 112 Real Estate Fundamentals**

4 0 4

Prerequisites: None

Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113 Real Estate Mathematics

2 0 2

Prerequisites: None

Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

***RLS 114 Real Estate Brokerage**

2 0 2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest.

***RLS 115 Real Estate Finance**

2 0 2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.

***RLS 116 Real Estate Law**

2 0 2

Prerequisites: RLS 112 or current Real Estate license

Corequisites: None

This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.

Social/Behavioral Science Courses

The following courses are classified as Social/Behavioral Sciences. For more information, see the course description. Courses with the following prefixes may be used as Social/Behavioral Science for the *Associate in Applied Science* degrees: ANT, ECO, GEO, HIS, POL, PSY, and SOC.

ANTHROPOLOGY

- ANT 210 General Anthropology
- ANT 220 Cultural Anthropology
- ANT 230 Physical Anthropology

ECONOMICS

- ECO 151 Survey of Economics
- ECO 251 Principles of Microeconomics
- ECO 252 Principles of Macroeconomics

GEOGRAPHY

- GEO 111 World Regional Geography
- GEO 112 Cultural Geography
- GEO 130 General Physical Geography

HISTORY

- | | | | |
|---------|------------------------|----------|---------------------|
| HIS 111 | World Civilizations I | HIS 132 | American History II |
| HIS 112 | World Civilizations II | *HIS 162 | Women and History |
| HIS 131 | American History I | | |

POLITICAL SCIENCE

- POL 110 Introduction to Political Science
- POL 120 American Government
- POL 210 Comparative Government

PSYCHOLOGY

- | | | | |
|----------|--------------------------|----------|--------------------------------|
| *PSY 102 | Human Relations | PSY 241 | Developmental Psychology |
| *PSY 110 | Life Span Development | *PSY 243 | Child Psychology |
| *PSY 118 | Interpersonal Psychology | *PSY 255 | Introduction to Exceptionality |
| PSY 150 | General Psychology | PSY 281 | Abnormal Psychology |
| PSY 237 | Social Psychology | | |

SOCIOLOGY

- | | | | |
|----------|---------------------------|---------|-------------------|
| SOC 210 | Introduction to Sociology | SOC 220 | Social Problems |
| SOC 213 | Sociology of the Family | SOC 225 | Social Diversity |
| *SOC 215 | Group Processes | SOC 240 | Social Psychology |

**This course does not meet transfer requirements as a Social/Behavioral Science course under the Articulation Agreement with the University of North Carolina system.*

Substance Abuse

***SAB 110 Substance Abuse Overview**

3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventative measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Sociology

SOC 210 Introduction to Sociology

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

SOC 213 Sociology of the Family

3 0 3

Prerequisites: None

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse life-styles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

SOC 215 Group Processes

3 0 3

Prerequisites: None

Corequisites: None

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SOC 220 Social Problems

3 0 3

Prerequisites: None

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

SOC 225 Social Diversity**3 0 3**

Prerequisites: None

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

SOC 240 Social Psychology**3 0 3**

Prerequisites: None

Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

Spanish

SPA 111 Elementary Spanish I**3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Lab practice is expected of students. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II**3 0 3**

Prerequisites: SPA 111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Lab practice is expected of students. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120 Spanish for the Workplace**3 0 3**

Prerequisites: None

Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. This course emphasizes a selected workplace each semester.

SPA 141 Culture and Civilization**3 0 3**

Prerequisites: None

Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 211 Intermediate Spanish I**3 0 3**

Prerequisites: SPA 112

Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Lab practice is expected of students. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II**3 0 3**

Prerequisites: SPA 211

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Lab practice is expected of students. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Surveying

SRV 110 Surveying I**2 6 4**

Prerequisites: EGR 115 and MAT 121

Corequisites: None

This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

SRV 111 Surveying II**2 6 4**

Prerequisites: SRV 110

Corequisites: None

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III**2 6 4**

Prerequisites: SRV 110

Corequisites: None

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law**2 2 3**

Prerequisites: SRV 110

Corequisites: None

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

SRV 230 Subdivision Planning**1 6 3**

Prerequisites: SRV 111, SRV 210, and CIV 211

Corequisites: None

This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

SRV 240 Topographic/Site Surveying**2 6 4**

Prerequisites: None

Corequisites: SRV 210

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

SRV 250 Advanced Surveying**2 6 4**

Prerequisites: SRV 111

Corequisites: None

This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

SRV 260 Field and Office Practices**1 3 2**Prerequisites: Completion of three semesters of the Surveying
Technology program

Corequisites: None

This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

Social Work

***SWK 110 Introduction to Social Work**

3 0 0 3

Prerequisites: None

Corequisites: None

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.

***SWK 113 Working with Diversity**

3 0 0 3

Prerequisites: None

Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. *This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.*

SWK 115 Community Resources

2 2 0 3

Prerequisites: SWK 110

Corequisites: None

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. *This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.*

***SWK 214 Social Work Law**

3 0 0 3

Prerequisites: SWK 110

Corequisites: None

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice. *This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.*

***SWK 220 SWK Issues in Client Services**

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Social Service concentration in the Human Services Technology program.*

Travel and Tourism

TAT 110 Introduction to Travel and Tourism

3 0 3

Prerequisites: None

Corequisites: None

This course provides an overview of the travel and tourism industry. Topics include the history, career opportunities, economic impact, and terminology associated with the travel industry and the roles of travel agencies and suppliers. Upon completion, students should be able to demonstrate a basic understanding of the travel and tourism industry. This course will also examine the casino/gaming industry and its relationship to the travel and tourism industry.

Welding

WLD 110 Cutting Processes

1 3 2

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 111 Oxy-Fuel Welding

1 3 2

Prerequisites: None

Corequisites: None

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 112 Basic Welding Processes

1 3 2

Prerequisites: None

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate

2 9 5

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe

1 9 4

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate**2 6 4**

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe**1 6 3**

Prerequisites: WLD 121

Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry

WLD 131 GTAW (TIG) Plate**2 6 4**

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) Plate/Pipe**1 6 3**

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols and Specifications**2 2 3**

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy**1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 221 GMAW (MIG) Pipe**1 6 3**

Prerequisites: None

Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 261 Certification Practices**1 3 2**

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection and Testing**2 2 3**

Prerequisites: None

Corequisites: None

This course introduces destructive and nondestructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and nondestructive testing processes.

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A.A., Davidson County Community College; B.A., Pfeiffer College; M.A., University of South Carolina; further graduate study: North Carolina State University, Erskin Theological Seminary
- Laura S. West, M.T. (1970) Chairperson, Medical Laboratory Technology
B.S., Western Carolina University
- Jane H. Wissinger (1998) Instructor, Nursing
B.S., Grove City College; M.S., Virginia Polytechnic Institute and State University; M.S.N., University of Tennessee

DIVISION OF ARTS AND SCIENCES

- Andrew W. Craig (1996) Dean, Arts and Sciences
B.A., High Point University; M.A., University of North Carolina at Greensboro; Ph.D., Bowling Green State University at Bowling Green, Ohio
- Jerry L. Ashe (1996) Instructor, Mathematics
A.A., Daytona Beach Community College; B.S., University of Central Florida; M.S., University of Central Florida; further graduate study: University of Central Florida
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B.S., Gettysburg College; B.S., North Carolina State University; M.S., North Carolina State University
- Peter Carswell (1992) Instructor, Humanities
B.A., University of Hawaii; B.S., SUNY at Albany; M.S.C.P., Chaminade University of Honolulu
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B.S., Texas Tech University; M.A.T., Colorado State University
- William L. Collins (1972) Chairperson, Humanities
B.S., M.S., University of Tennessee; Ed.S., Western Carolina University; Ph.D., Union Graduate School; Licensed Practicing Psychologist
- Karma Crouch (1992) Chairperson, Mathematics
B.S., Appalachian State University; M.A.Ed., Western Carolina University
- David H. Davis (1992) Instructor, Biology
B.A., Pfeiffer College; M.S., North Carolina State University; M.B.A., Western Carolina University
- T. Ren Decatur (1996) Instructor, English
B.A., University of North Carolina at Charlotte; M.A., University of Idaho; further graduate study: University of Vienna (Austria)
- Thomas F. Dechant (1990) Chairperson, Biology
B.A., University of North Carolina at Asheville; M.S., Western Carolina University; Ed.D., North Carolina State University
- Robin L. Draughn (1998) Instructor, Chemistry
B.S., Elon College; M.S., Pennsylvania State University
- Matthew A. Fender (1990) Chairperson, Chemistry/Physics
A.A.S., Asheville-Buncombe Technical Community College; B.S., M.S., Western Carolina University; further graduate study: Western Carolina University

- Heather Fernandez (1997) Instructor, Spanish
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- Kathy White Godfrey (1998) Instructor, English
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- Sandi Goodridge (1986) Instructor, English
B.A., M.A.Ed., University of South Carolina; further graduate study: Western Carolina University
- Randee B. Goodstadt (1993) Instructor, Humanities
B.A., Kent State; M.A., Harvard University; further graduate study: Harvard University
- John Graham (1991) Instructor, Physics
B.S., M.S.T., University of Florida
- W. Michael Gray (1981) Instructor, Biology
B.A., M.S., Appalachian State University; further graduate study: Western Carolina University
- Elizabeth F. Hester (1994) Instructor, Guided Studies
B.A., Salem College; M.A., Appalachian State University
- David Holcombe (1992) Instructor, English
B.A., Mars Hill College; M.A., Indiana State University; further graduate study: Western Carolina University
- William Hooper (1992) Instructor, Physics
A.S., Isothermal Community College; B.S., M.S., University of North Carolina at Chapel Hill; further graduate study: Western Carolina University
- C. Lisa Johnson (1989) Instructor, English
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B.A., University of North Carolina at Greensboro; Developmental Education Certificate, North Carolina State University
- Celia H. Miles (1971) Instructor, English
B.A., Berea College; M.A., University of North Carolina at Chapel Hill; Ph.D., Indiana University of Pennsylvania
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B.A., University of North Carolina at Chapel Hill; M.A.Ed., Western Carolina University
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B.S., North Carolina State University; M.S., University of Utah
- Roy James Tweed, Jr. (1980) Instructor, Mathematics
B.S., Mars Hill College; M.A., Louisiana State University
- David F. Wolfe (1968) Instructor, Biology
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DIVISION OF BUSINESS AND HOSPITALITY EDUCATION

- Joseph W. Franklin, C.C.P. (1980) Dean, Business and Hospitality Education
B.S., Mars Hill College; M.A., Appalachian State University; Ed.S., Western Carolina University; Ed.D., East Tennessee State University
- Pamela J. Brown (1996) Instructor, Computer Technologies
B.S., University of North Carolina at Asheville; M.A.Ed., Western Carolina University
- Kathleen Doole (1995) Instructor, Computer Technologies
A.A.S., Blue Ridge Community College; B.A., William Paterson College of New Jersey; M.A.Ed., Western Carolina University
- Scott Gerken, C.W.P.C. (1997) Instructor, Hospitality Education
A.O.S., Certificate, Culinary Institute of America

- James A. Hagan**, Licensed Real Estate Broker (1974) Instructor, Real Estate
B.S., M.A., Appalachian State University; G.R.I.
- John H. Humphrey, Jr., C.C.P. (1987)** Instructor, Computer Technologies
B.S., North Carolina State University; M.B.A., University of North Carolina at Chapel Hill; further graduate study: North Carolina State University, East Tennessee State University
- Philip R. Leftwich (1996)** Chairperson, Business Administration
B.S.B.A., Western Carolina University; M.B.A., University of North Carolina at Charlotte; A.B.D.Ed., North Carolina State University
- Brian McDonald, C.E.C., C.C.E. (1995)** Instructor, Hospitality Education
A.O.S., Certificate, Culinary Institute of America; Teacher Certification, South Seattle Community College
- Carol Y. Mull (1983)** Chairperson, Computer Technologies
B.A., Lenoir Rhyne College; M.A., Appalachian State University; further graduate study: Western Carolina University
- Kelly C. Randolph, C.P.A. (1998)** Instructor, Business Administration
B.S.B.A., M.S., Appalachian State University
- Walter A. Rapetski Jr. (1998)** Instructor, Hospitality Education
A.A.S., B.S., M.S., Rochester Institute of Technology
- Marilyn K. Schmid (1989)** Instructor, Computer Technologies
B.S., M.S.T.E., University of Akron; further graduate study: University of New Orleans, Western Carolina University
- Gary A. Schwartz (1984)** Instructor, Hospitality Education
B.A., University of Michigan; J.D., Harvard Law; graduate study: University of Cincinnati
- Misty L. Shuler, R.R.A. (1998)** Instructor, Medical Transcription
B.S., Western Carolina University
- Sheila Tillman (1990)** Chairperson, Hospitality Education
A.A.S., Asheville-Buncombe Technical Community College; B.S., University of Rhode Island; M.A.Ed., Western Carolina University
- Kathy S. Toler (1983)** Instructor, Marketing and Retailing
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- Rhonda P. West (1993)** Instructor, Computer Technologies
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- Sherman W. Young, Jr., C.P.A. (1981)** Instructor, Accounting
B.S.B.A., M.A.Ed., Western Carolina University

DIVISION OF ENGINEERING AND APPLIED TECHNOLOGY

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- Clarence F. Allison, (1978)** Instructor, Machining Technology
Diploma, Technical Diploma, A.A.S., Asheville-Buncombe Technical Community College; Square D Tool and Die Apprenticeship, Master Tool and Die Maker
- Samuel L. Barnes (1988)** Instructor, Machining Technology
Diploma, Technical Diploma, A.A.S., Asheville-Buncombe Technical Community College; Master Tool & Die Maker
- Larry S. Boyd (1986)** Chairperson, Machining Technology
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- Nolan B. Darnell (1978)** Instructor, Drafting and Design Engineering Technology
B.S., Southern College of SDA
- W. M. Gill (1997)** Chairperson, Welding Technology
A.W.S. Certified Welding Educator/Inspector; Diplomas (Machinist and Welding) and A.A.S., Western Piedmont Community College; Certified Welder, Combustion Engineering, N.N.S., and Navy Seabees. Certified/Asheville Industries; further study: McDowell Technical Community College
- Billy W. Haney (1974)** Chairperson, Automotive /Diesel
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- Robert Hixson (1996)** Chairperson, Civil Engineering/Surveying Technology
B.S. U.S. Military Academy, M.E., University of Florida; North Carolina, PE.
- George J. Hornaday (1985)** Instructor, Mechanical Engineering Technology
A.A.S., Asheville-Buncombe Technical Community College; B.S. M.E.T., Western Carolina University
- Sherian D. Howard (1985)** Chairperson, CAD Systems Management
A.A.S., Asheville-Buncombe Technical Community College; B.S.M.E.T., Western Carolina University, University of North Carolina at Asheville; M.S., Western Carolina University
- Frank Miceli (1992)** Chairperson, Electronics Engineering Technology
A.A.S., State University of New York at Farmingdale; B.S.E.E., Ohio State University; graduate study: Polytechnic Institute of New York, M.S., Western Carolina University
- Brian O'Connor (1999)** Instructor, Civil Engineering/Surveying Technology
B.S. (2 degrees), North Carolina State University; Professional Engineer Certification; Professional Land Surveyor Certification
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- David W. Walker (1993)** Instructor, Heavy Equipment and Transport Technology
Diplomas, A.A.S., Asheville-Buncombe Technical Community College; Caterpillar Service Training School
- Leslie F. Walker (1977)** Chairperson, Carpentry
Southern Missionary College; Asheville-Buncombe Technical Community College; N.C. Licensed Building Contractor
- William W. Wells (1985)** Chairperson, Air Conditioning
Technical Diploma, Asheville-Buncombe Technical Community College; B.A., University of North Carolina at Asheville; graduate study: Western Carolina University; N.C. Licensed Heating, Air Conditioning, Refrigeration, and Electrical Contractor
- Richard A. Wolfe (1993)** Instructor, Automotive
Diplomas, A.A.S., Asheville-Buncombe Technical Community College; B.S., Western Carolina University; ASE Certified; GM Certification, GM Training Center; Ford Certification, Ford Training Center
- Mark Wright (1992)** Instructor, Electronics
Diploma, Mississippi State University; A.A.S., Asheville-Buncombe Technical Community College; B.S., Western Carolina University; M.S., Western Carolina University

INDEX

A

ABE See Adult Basic Education

Academic

- Advising 24
- Appeals 41
- Fresh Start 25
- Probation 41
- Programs 2
- Progress, Standards 41
- Records 4
- Suspension 41
- Warning 41

Accounting 2, 9, 72, 76, 77

- Curriculum, Day 77
- Curriculum, Evening 133
- Program Summary 77

ADA Coordinator 3, 9

Address 4

- Internet 4

Administrative Computer Services ... 9

Administrative Offices 311

- Office of Administrative Services ... 314
- Office of College Relations 315
- Office of Instruction 311
- Office of Student Services 313
- Office of the President 311

Administrative Services 9

Admissions 3, 9, 22

- Testing 23

Adult Basic Education 10, 17, 19

Air Conditioning, Heating, and Refrigeration

- Technology 2, 9, 94, 99

Curriculum, Day

- Diploma 100

Curriculum, Evening

- A.A.S. 145
- Diploma 144

Program Summary

- A.A.S. 145
- Diploma 100

Allied Health and Public Service

- Education 3, 13, 46, 51
- Evening Programs 126

Applications 3

Arts and Sciences 3, 13, 116

Associate Degree Nursing 2, 10, 47, 51, 52

- Curriculum, Day 52
- Program Summary 52

Associate in Arts Degree 2

- Curriculum, Day 120
- Curriculum, Evening 163
- Curriculum Requirements 119, 162
- Precurriculum Requirements ... 118

Associate in Science Degree 2

- Curriculum, Day 122
- Curriculum, Evening 165
- Curriculum Requirements 121, 164
- Precurriculum Requirements ... 118

Attendance 35

Audiovisual Services 9, 22

Auditing Courses 27

Automotive Systems Technology 2, 9, 94, 99, 101

- Curriculum, Day 101
- Curriculum, Evening 146
- Program Summary 101

Azalea Building 9

B

Balancing Class Size 27

Basic Law Enforcement Training 2, 9, 51, 53, 130

- Program Summary 53

Biology 10

Birch Building 9

Board of Trustees 310

Books 3

Bookstore 10, 43

Buildings Legend 9

Business Administration 2, 9, 72, 76, 78

- Curriculum, Day 78
- Curriculum, Evening 134
- Program Summary 78

Business and Hospitality Education ... 3, 13, 71, 76

- Evening Programs 129

Business and Industry Services 3, 10, 18

Business Office 9

C

CAD Systems Management	2, 9, 94, 99, 102
Curriculum, Day	103
Curriculum, Evening	147
Program Summary	102
Calendar	
1998-1999 at a Glance	326
College	7
Campus Services	43
Carpentry	2, 9, 95, 99, 104
Curriculum, Day	104
Curriculum, Evening	148
Program Summary	104
Catalogs	3
Certificates	42
CEU	17
Chemistry	9
Chestnut Maintenance Building	9
Child Care	44
Center	10
Civil Engineering Technology	
.....	2, 9, 95, 99, 105
Curriculum, Day	105
Curriculum, Evening	149
Program Summary	105
Code of Student Conduct	36
College	
Administration	11
History	11
Mission Statement	12
College Closing or Delayed Opening	44
College Relations Office	9
College Transfer	2, 117
Day Programs	117
Evening Programs	161
Communicable Disease Policy	14
Community Education Services	19
Community Services	20
Compensatory Education	10, 20
Computer Programming	
.....	2, 9, 72, 76, 80
Curriculum, Day	80
Curriculum, Evening	135
Program Summary	80
Computer Services	22
Conduct, Student, Code of	
... See Code of Student Conduct	
Continuing Education	3, 13, 17
Administrative Offices	10
Classes	9
Costs	17

Course Repetition	17
Credit	17
Counseling	3
Offices	9
Course	
Repetition	27
Substitutions	27
Withdrawal	40
Credit	
AP, CLEP, RAVE	27
By examination	26
Transfer	25
Criminal Justice Technology	
.....	2, 9, 47, 51, 54
Curriculum, Day	54
Curriculum, Evening	130
Program Summary	54
Culinary Tech	2, 9, 73, 76, 81
Curriculum, Day	82

D

Dean's List	42
Decorative Restoration	9, 18
Degrees	42
Dental Assisting	2, 10, 47, 51, 55
Curriculum, Day	56
Program Summary	55
Dental Clinic	43
Dental Hygiene	2, 10, 48, 51, 56
Curriculum, Day	57
Program Summary	56
Dining Room	9
Diplomas	42
Disabled Student Services	3
Divisional Objectives	13
Dogwood Building	9
Drop/Add Classes	4

E

Early Childhood Associate	
.....	2, 9, 48, 51, 58
Curriculum, Day	59
Program Summary	58
Electrical/Electronics Technology	
.....	2, 9, 95, 99
Curriculum, Evening	151
Program Summary	150
Electronic Servicing Technology	
.....	2, 9, 96, 99
Curriculum, Evening	152
Program Summary	152

Electronics Engineering Technology ..
 2, 9, 96, 99, 106
 Curriculum, Day 107
 Curriculum, Evening 153
 Program Summary 106
 Elm Building 9
 Emergencies 3
 Emergency Medical Science
 2, 9, 48, 51, 60
 Curriculum, Day 60
 Program Summary 60
 Emergency Medical Science
 Bridge Program 61
 Engineering and Applied Technology
 3, 13, 93, 99
 Evening Programs 140
 English
 as a Second Language 20
 English/Foreign Languages 9
 Enrollment Management 9
 Expenses 28
 Activity Fees 28
 Additional 29
 Insurance 28

F

Faculty 315
 Allied Health and Public Service
 Education,
 Division of 315
 Arts and Sciences,
 Division of 317
 Business And Hospitality Education,
 Division of 318
 Engineering and Applied Technology,
 Division of 319
 Fernihurst 9
 Financial Aid 3, 30
 Application 30
 Financial Aid Office 9
 Focused Industrial Training 10, 18
 Food Services 44

G

GED. *See* General Education
 Development
 General Education Development
 10, 17, 19
 Preparation 3
 Test Results/Transcripts 3
 Testing 19

General Occupational Technology ... 2
 Curriculum, Day Requirements 127
 Curriculum, Evening 170
 Precurriculum Requirements ... 118
 General Student Information 35
 Grades
 Changes 3
 For Repeated Courses 41
 Grading System 38
 Graduation
 Requirements 42
 Guided Studies 9, 22

H

Health and Physical Education 10
 Heavy Equipment and Transport
 Technology 2, 9, 97, 99, 107
 Curriculum, Day 106
 Program Summary 107
 Hemlock Building 9
 Holly Learning Resources Center ... 9
 Honorary Societies 44
 Hotel and Restaurant Management ...
 2, 9, 73, 76, 83
 Curriculum, Day 83
 Program Summary 83
 Human Resources Development
 Program 9, 20
 Humanities 9
 Humanities/Fine Arts
 Courses 250

I

Independent Study 28
 Individuals with Disabilities 14
 Information Systems ... 2, 9, 73, 76, 84
 Curriculum, Day 85
 Curriculum, Evening 136
 Program Summary 84
 Instructional Services 9
 International Applicants 23
 Internet Address 1, 4
 Intramurals 4, 10
 Ivy Building 9

J

Job Placement 4
 Office 10
 Job Training Partnership Act 17
 JTPA. *See* Job Training Partnership
 Act

L

- Laurel Building 10
- Law Enforcement Training. *See* Basic Law Enforcement Technology
- Learning Resources Ctr ... 13, 22, 43
- Library 9, 22
- Liston B. Ramsey Building 10
- LRC. *See* Learning Resources Center

M

- Machining Technology
 - 2, 9, 96, 99, 108
 - Curriculum, Day
 - Diploma 109
 - Curriculum, Evening
 - A.A.S. 154
 - Diploma 154
 - Program Summary
 - A.A.S. 154
 - Diploma 108
- Maintenance 9
- Map
 - Campus 8
 - Locator 327
- Maple Building 10
- Marketing and Retailing
 - 2, 9, 74, 76, 86
 - Curriculum, Day 86
 - Curriculum, Evening 137
 - Program Summary 86
- Mathematics 9
- Mechanical Drafting Technology. *See* CAD Systems Management
- Mechanical Engineering Technology .
 - 2, 9, 97, 99, 109
 - Curriculum, Day 110
 - Curriculum, Evening 156
 - Program Summary 109
- Medical Laboratory Technology
 - 2, 9, 49, 51, 63
 - Curriculum, Day 63
 - Program Summary 63
- Medical Transcription 2, 9, 74, 76, 87
 - Curriculum, Day 88
 - Curriculum, Evening 138
 - Program Summary 87
- Mountain Tech Lodge 9, 83
- Museum of WNC History 10

N

- New and Expanding Industry 18
- New Industry Training 10
- Nondiscrimination Policy 14
- North Carolina Residency 28

O

- Oak Gym 10
- Occupational Programs 18
- Off-Campus Programs 3
- Office of the President 9
- Office Systems Technology
 - 2, 9, 74, 76, 88
 - Curriculum, Day
 - A.A.S. 90
 - Diploma 89
 - Curriculum, Evening 139
 - Program Summary
 - A.A.S. 88
 - Diploma 88
- Operations Management
 - 2, 9, 75, 76, 91
 - Curriculum, Day 91
 - Curriculum, Evening 140
 - Program Summary 91

P

- Parking
 - Locations 44
 - Permits 4
 - Regulations 30
- Personnel Office 9
- Phlebotomy 2, 9, 49, 51, 64
 - Curriculum, Day 65
- Physics 9
- Pines 10
- Placement Service 44
- Plant Operations Office 9
- Poplar 10
- Practical Nursing ... 2, 10, 49, 51, 65
 - Curriculum, Day 65
 - Program Summary 65
- Practical Nursing/Associate Degree Nursing Bridge Program
 - Curriculum, Day 66
 - Program Summary 66
- President's Office 9
- Privacy of Student Records 39
- Public Information Office 9
- Publications 4

Q

- Quality Points 40
- Quality Program 10, 19

R

- Radiography 2, 10, 50, 51, 67
 - Curriculum, Day 68
 - Program Summary 67
- Real Estate 2, 9, 76
 - Curriculum, Evening 142
- Real Estate Appraisal 2, 9, 76
 - Curriculum, Evening 143
- Receiving 9
- Recreation Center 44
- Recruiter 10
- Registration 4
- Research and Planning Office 9
- Rhododendron Building 10
- Rights of Students 37

S

- Security 44
- Security Office 10
- Small Business Center 10, 18
- Smith-McDowell 10
- Snack Bar 10
- Social Services 2, 9, 50, 51, 69
 - Curriculum, Day 69
 - Curriculum, Evening 131
 - Program Summary 69
- Social/Behavioral Science
 - Courses 295
- Student
 - Appeal Policy 37
 - Conduct 36
 - Rights 37
- Student Center 10
- Student Government Association ... 10
- Student Housing 44
- Student Records and Registration ... 9
- Sunnicrest 10
- Surveying Technology
 - 2, 9, 97, 99, 111
 - Curriculum, Day 111
 - Curriculum, Evening 157
 - Program Summary 111

T

- TDD 1
- Thomas W. Simpson Administration
 - Building 9
- Tool, Die, and Mold Making
 - 2, 9, 98, 99, 112
 - Curriculum, Day 113
 - Curriculum, Evening 158
 - Program Summary 112
- Transcript
 - Evaluation 4, 25
- Transcripts 4
- Transfer
 - Credit 4, 25
 - to A-B Tech 4, 25
 - to Senior Institution 4, 25
- Tuition 28
 - Refund Policy 29
- Tutoring 4

V

- Veterans 4
 - Educational Benefits 34
 - Representative 9
- Visiting the Campus 4

W

- Welding Technology
 - 2, 9, 98, 99, 114
 - Curriculum, Day 114
 - Curriculum, Evening 159
 - Program Summary 114

1999

January

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2000

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April

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

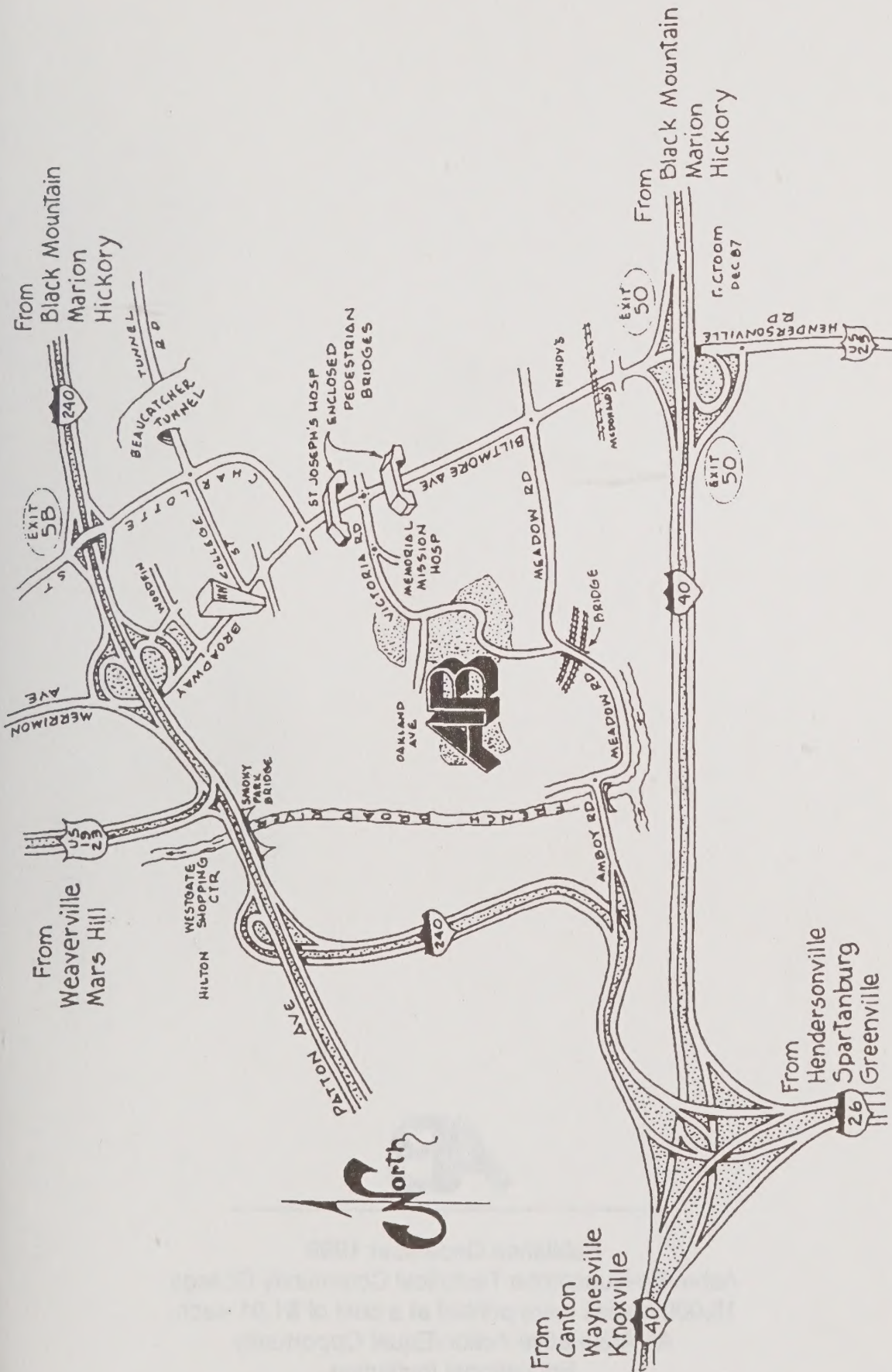
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





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